# Starting Your Training

IBM

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IBM

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## Purpose and Audience

This book is intended for operators who use the IBM Displaywriter System.
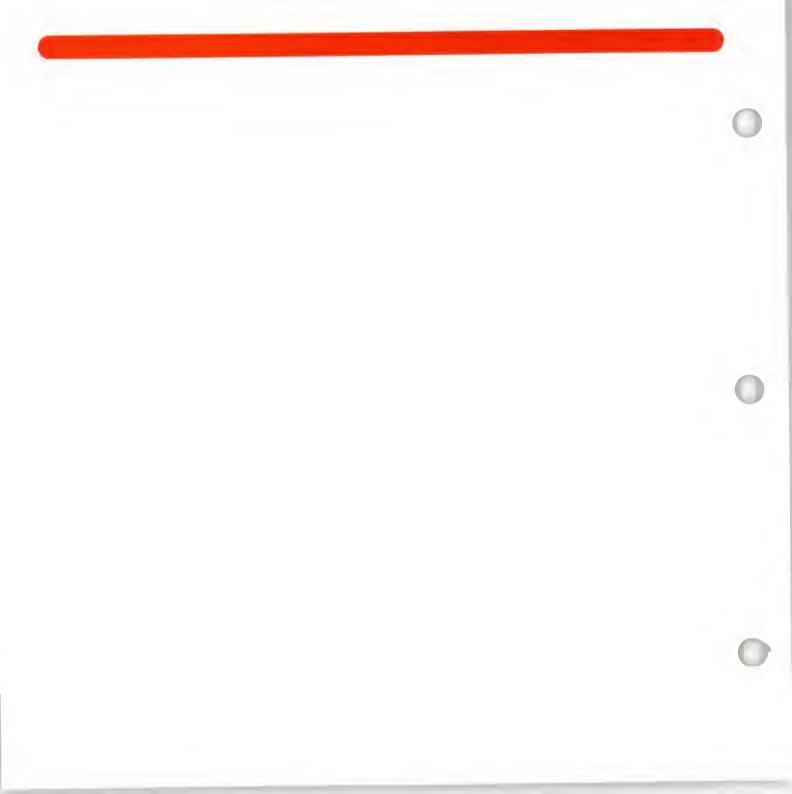
## Contents

This book contains the first unit of your Displaywriter training. In this book you will learn the basic steps for creating, revising, paginating, and printing a document.

## Related Publications

A description of related publications is provided in the *Operator Guide to Training*.
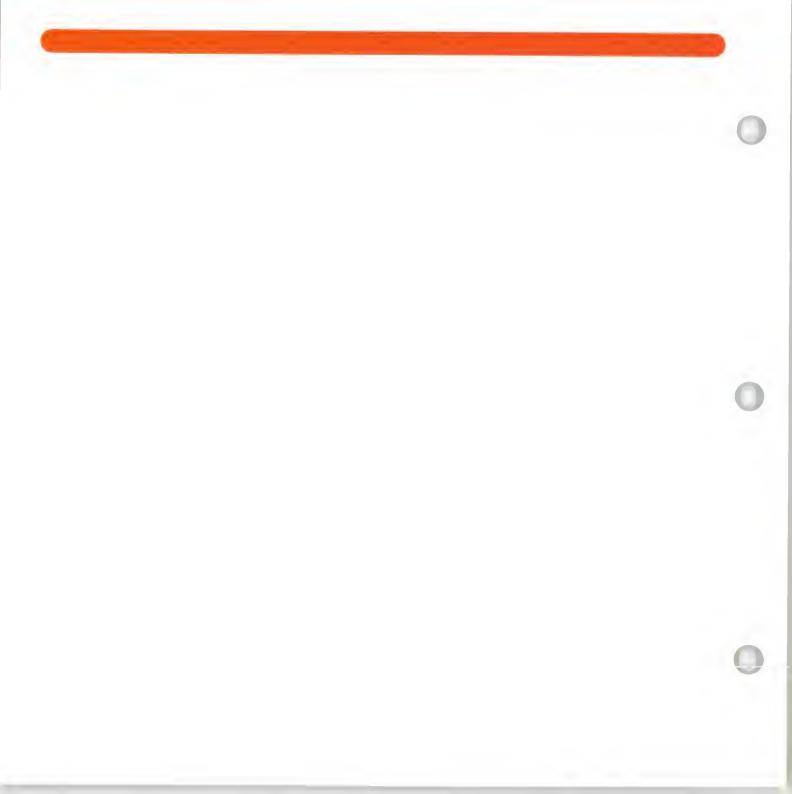
## Data Security

All magnetic media are subject to physical damage, erasure, and loss for a variety of reasons, including operator error, accidental occurrences, and machine malfunction. In addition, magnetic media are subject to theft. Therefore, an integral part of any informational system should be to establish and implement backup (duplication) procedures. The customer, not IBM, is solely responsible for establishing and implementing all such procedures.

**T**his is the first unit of your Displaywriter training. In this unit you will learn the basic steps for creating, revising, and printing a document. It is important for you to complete all lessons and segments that are applicable to your Textpack.



KEYBOARD TEMPLATE

DISPLAY MODULE

TRAINING MATERIAL

DISKETTE UNIT

PRINTER

KEYBOARD
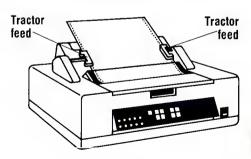
STARTING YOUR TRAINING

As you may recall from the *Operator Guide to Training*, your Textpack level (E, 2, 4, or 6) refers to the text processing capabilities contained on your program diskette. Check your program diskette now to determine your Textpack level. Do *not* complete segments designed for Textpack levels other than your own. Since the lessons and segments in this unit build upon each other, it is important that you complete them in the order presented.

Before you begin studying this unit, be sure to do the following:

- Collect all of the training materials and supplies that you identified on your Training Profile Sheet. If you have not completed a Training Profile Sheet, return to the *Operator Guide to Training*.

- Identify your equipment and Textpack level.

- If you have Textpack 2, 4, or 6, place the keyboard template for your Textpack in the recessed area above your keyboard so you can use it for quick reference.

- If you have an IBM 5218 or 5228 Printwheel Printer with a tractor-feed paper handler currently attached, remove the tractor feed for training. Refer to Chapter 10 in the *IBM Displaywriter System Printer Guide*.

- Make sure your printer is set up properly with a printer element or printwheel, ribbon, and paper. Refer to the *IBM Displaywriter System Printer Guide*.

**IBM 5218 PRINTWHEEL PRINTER
WITH A TRACTOR-FEED PAPER HANDLER**

Tractor
feed

Tractor
feed

4

Unit: Starting Your Training

**1**

**Lesson 1: Starting the System**

**1**

This lesson tells you how to get your IBM Displaywriter started.
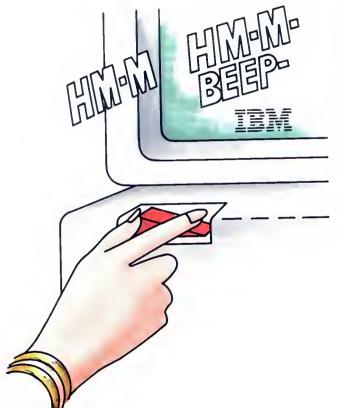
In Segment 1 you will learn how to turn on the power. In Segment 2 you will learn how to load programs into the system. These programs enable the system to operate. In Segment 3 or 4 you will learn how to use menus to select the tasks that you want the system to perform.

This lesson also gives you some basic information about the system and how it works.

To understand the material in this lesson, you must be familiar with the components and optional features of your IBM Displaywriter System. If you cannot identify the components of your system, review this information in the *Operator Guide to Training* before going on.

*Prerequisites:*
*Operator Guide to*
*Training; IBM*
*Displaywriter System*
*Preview Diskette*

**1** In this segment you will learn how to turn the power on. You also will become familiar with the structure of the training segments and how to use the segment components.

Your goal for this segment is to be able to turn the power on.

**Note:** You may have already turned the power on to view the preview diskette. If so, you should turn the power off and read the Main Idea of the segment before turning the power on again.

**MAIN IDEA**

Below are the steps for turning on the power for your
Displaywriter. *Don't do anything yet.* You will perform
the steps in the Demonstration section of this segment.
  To turn the power on for the Displaywriter System:

1. Remove any diskettes from the diskette unit.
2. Turn on the power switch at the printer.
   **Note:** It is best to turn the printer on before turning
   on the electronics module.
3. Turn on the power switch at the electronics module.
4. Watch for the letters *IBM*, and *11* or *15* to
   appear on the screen.
5. Adjust the position of the display module.
6. Adjust screen contrast and brightness.

*If you understand the Main Idea and are ready to turn
the power on, go directly to the Demonstration section
of this segment. If you would like more detail about
turning the power on, read the Help that follows.*

## HELP
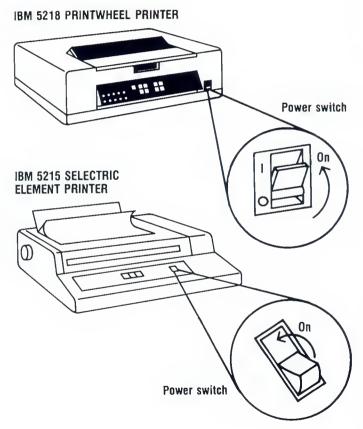
This section gives you more information about turning the power on. Remember, *do not do anything in this section*. In the Demonstration section that follows you will actually turn the power on for your system.

1. **Remove any diskettes from the diskette unit.**
2. **Turn on the power switch at the printer.**
   If you are using the IBM 5218 or 5228 Printwheel Printer, the power switch is located on the front of the printer.

**IBM 5218 PRINTWHEEL PRINTER**

Power switch

On

If you are using the IBM 5215 Selectric Element Printer, the power switch is located on the face of the printer.
**Note:** It is best to turn the printer on before turning on the electronics module. Turning the printer on first tells the electronics module what type of printer you have.
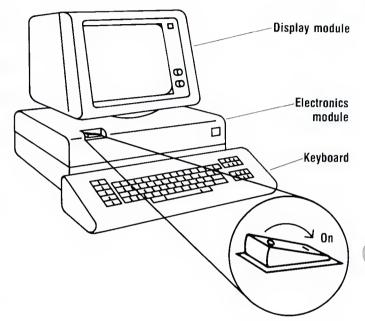
**IBM 5215 SELECTRIC ELEMENT PRINTER**

On

Power switch

3. **Turn on the power switch at the electronics module** by pressing the right side of the switch.

4. **Watch the screen for the letters** *IBM* **to appear.**
   If *IBM* does not appear in a few seconds, first try readjusting the screen contrast and brightness settings (see Step 6). Then turn the power off, wait about ten seconds, and turn the power on again. If *IBM* still does not appear after 35 seconds, or the *IBM* appears with a number other than *11* or *15*, call the IBM Office Systems Customer Assistance Center.
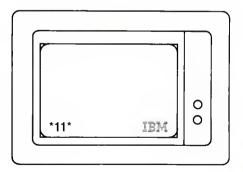
   For information on how to call the IBM Office Systems Customer Assistance Center, refer to the *IBM Office Systems Customer Assistance Center Guide*.

   **After** *IBM* **appears, watch for the number** *11* **or** *15* **in the lower left corner of the screen.**
   When you see *11* or *15*, you know that the system is ready for use.

Display module

Electronics module

Keyboard

On
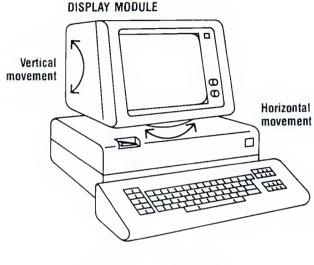
POWER IS ON

THE SYSTEM IS READY TO USE

*11*　　IBM

5. **Adjust the position of the display module for your comfort.**
   The display module swivels in all directions.

DISPLAY MODULE

Vertical movement

Horizontal movement
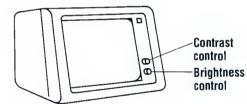
6. **Adjust the contrast and brightness of the screen for your comfort.**
   The controls are located on the display module to the right of the display.

   • The top control adjusts the contrast.

   • The lower control adjusts the brightness.
   **Note:** If you are using the large display screen, you have a control for brightness only.

Contrast control

Brightness control

*To practice turning the power on, complete the Demonstration that follows.*

**DEMONSTRATION**

In this Demonstration you will turn on the power for your Displaywriter. Follow the steps as they are described below. The steps you must perform are set in **boldface type.**

*Before Turning the Power On*

The first time you turn the power on, you should start at the beginning, so do the following:

**Remove any diskettes from the diskette unit.**          ← STEP

**Check the switches on the printer and electronics module to make sure they are both off.**          ← STEP

**If you had to turn the switch or switches off, wait ten seconds after turning the power off before proceeding.**          ← STEP

*Turning the Power On*

**Turn on the power switch at the printer.**  ← STEP

**Turn on the power switch at the electronics module.**  ← STEP

**Wait for the letters *IBM*, and *11* or *15* to appear on the screen.**  ← STEP

If *IBM* does not appear after two tries, or if *IBM* appears with a number other than *11* or *15*, call the IBM Office Systems Customer Assistance Center.

**Adjust the position of the display module for your comfort.**  ← STEP

**Adjust the screen contrast and brightness for your comfort.**  ← STEP

*To practice turning on the power, go on to the Self-Test.*

**SELF-TEST**

If you already feel comfortable turning the power on, go on to the next segment. Otherwise, turn off the power for your Displaywriter. Wait about ten seconds, then turn the power on again.

If you have any problems, go back to the Main Idea or Help. When you have finished, go on to the next segment.

*Prerequisites:*
*You must have completed*
*Segment 1 in this unit*

**2** Once the Displaywriter power is turned on, you are ready to load the Volume 1 program diskette.

Program diskettes contain sets of instructions (programs) that allow the system to do all the different tasks a Displaywriter can do.

When you insert a program diskette and choose a task, the program necessary to perform that task is read from the diskette and temporarily stored, or loaded, into the system. The system "remembers" that program until you choose a different task or turn the power off.

In addition to other tasks, the Volume 1 program diskette contains the main program that must be loaded (after you turn the power on) before any of the other programs can be loaded.

Your goal for this segment is to be able to insert the Volume 1 program diskette.

TASK SELECTION

## MAIN IDEA

### Identifying the Volume 1 Program Diskette

The IBM Volume 1 program diskette should be clearly labeled as such. The program diskettes sent to you from IBM have a white and blue striped label on the left, and a larger label on the right. A six-character diskette name and the words *Volume 01* appear on the larger label.

If you are using Textpack E, you have only one program diskette. It is labeled Volume 01 of 01.

### Inserting the Volume 1 Program Diskette

Below are the steps for inserting the Volume 1 program diskette. *Don't do anything yet.* You will perform the steps in the Demonstration section of this segment.

To insert the Volume 1 program diskette:

1. Remove the Volume 1 program diskette from the protective envelope.
2. Turn the load lever on the left diskette slot straight up.
3. Insert the diskette into the left slot with the label facing the load lever.
4. Turn the load lever down.

It is important that you remember to *load the Volume 1 program diskette first* after turning on the power.

**Note:** The number of program diskettes you have depends on which Textpack level you are using. If you are using Textpack E, Volume 1 is the only program diskette you have.

*If you are ready to load the Volume 1 program diskette, go on to the Demonstration. If you would like more detail about loading the Volume 1 program diskette, read the Help that follows.*

**HELP**

This section gives you more information about your
Volume 1 program diskette.

### Identifying the Volume 1 Program Diskette

The illustrated diskette is the IBM Volume 1 program
diskette as sent from IBM. It has a six-character
diskette name and the words *Volume 01* on the larger
label. The diskette name on your program diskette
varies according to your Textpack.

If you are using a duplicated copy of the Volume
1 program diskette, your diskette label may look
different. However, your copy should be labeled with
the diskette name and the words *Volume 01*.

The Displaywriter identifies the Volume 1 program
diskette by reading the diskette name. This name has
been assigned by IBM and cannot be changed.

IBM PROGRAM DISKETTE

Diskette name

TEXTPACK
NAQAFA          Volume 01

20
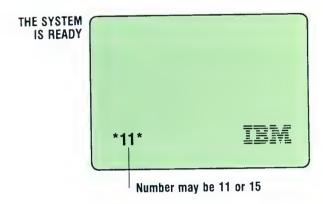
**Inserting the Volume 1 Program Diskette**

The Volume 1 program diskette contains a set of instructions, or programs, that enable the Displaywriter to operate. The Volume 1 program diskette must be inserted before the system can be used for word processing activities. This start-up procedure is sometimes called initial program load, or IPL.

Before you insert the Volume 1 program diskette, be sure that the system power is turned on. As illustrated, the letters *IBM* and *11* or *15* should be on the screen. If this does not appear on the screen, call the IBM Office Systems Customer Assistance Center.

THE SYSTEM
IS READY

*11*    IBM

Number may be 11 or 15
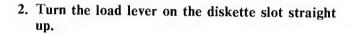
*Do not do anything yet.* You will perform the steps in the Demonstration.
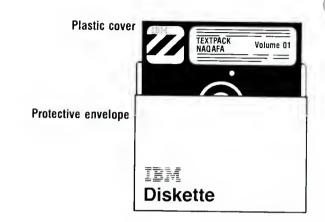
To insert the Volume 1 program diskette, follow these steps:
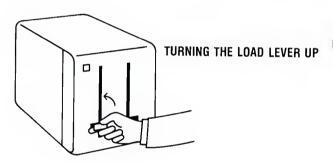
1. **Remove the Volume 1 program diskette from the protective envelope.**
   Do not try to remove the plastic cover and do not touch the exposed parts of the diskette.
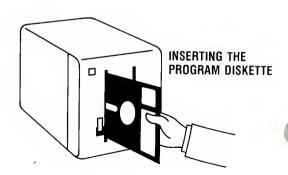
Plastic cover

TEXTPACK NAQAFA      Volume 01

Protective envelope

IBM
**Diskette**

2. **Turn the load lever on the diskette slot straight up.**

TURNING THE LOAD LEVER UP

3. **With the label facing the load lever, slide the diskette all the way into the left diskette slot.**
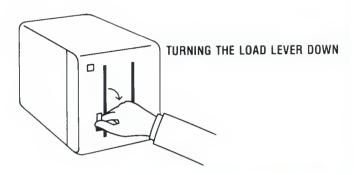
INSERTING THE PROGRAM DISKETTE

**22**

**4. Turn the load lever down.**
If the load lever does not move easily, do *not* force
it. Reinsert the program diskette and try again.

TURNING THE LOAD LEVER DOWN

When the load lever is in place, the words *Loading
Program* appear in the upper left corner of the
screen. If the words *Loading Program* do not
appear, check to see that the diskette label is facing
the load lever.

After the program is loaded, the Task Selection
menu appears on the screen. The six-character
diskette name appears in the upper left corner.

**Loading program**

*To practice loading the Volume 1 program diskette,
complete the Demonstration that follows.*

## DEMONSTRATION

Now you are ready to insert the Volume 1 program diskette. Be sure that the letters *IBM*, and *11* or *15* appear on the screen before you begin.

To insert the program diskette, follow these steps:

**Remove the Volume 1 program diskette from its protective envelope.**

**Turn the load lever on the diskette slot straight up.**

**With the label facing the load lever, slide the diskette into the left diskette slot.**

**Turn the load lever down.**

If the load lever does not move easily, do *not* force it. Reinsert the program diskette and try again. If the words *Loading Program* do not appear, check to see that the diskette label is facing the load lever.

After the program loads, the Task Selection menu appears on the screen.

*To load the Volume 1 program diskette on your own, go on to the Self-Test.*

**SELF-TEST**

Before taking the Self-Test, do the following:

- Remove the program diskette from the diskette unit.
- Turn off the power at your Displaywriter.
- Turn off the power at your printer.
- Wait about ten seconds.
- Turn the power on again. Remember to turn the printer power on before turning on the power switch at the electronics module.

When the system is ready, load the Volume 1 program diskette, then go on to the next page.

## FEEDBACK

If you had difficulty completing the Self-Test, ask yourself the following questions:

☐ Did *IBM* and *11\** or *15\** appear on the screen *before* you began?
If *IBM* and the numbers *11\** or *15\** did not appear, you should call the IBM Office Systems Customer Assistance Center.

☐ Did you insert the Volume 1 program diskette with the label facing the load lever?

☐ Did you close the load lever?

If you did not complete the Self-Test successfully, review the Main Idea and Help sections, then try the Self-Test again. Leave the Displaywriter on for the next segment.

*Starting Your Training*

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**3** This segment is for *Textpack E only.* Check your Training Profile Sheet or the label on your program diskette to determine your Textpack level. If you have any other Textpack, go on to the next segment.

The Displaywriter is a menu-driven system. This means that the kind of work it does is organized into groups of tasks. These tasks or groups of tasks are shown on menus. You will see a highlighted instruction at the bottom of the screen that tells you to make a selection from the menu. This instruction is called a prompt. In general, a prompt instructs you to perform some action on the Displaywriter.

The Task Selection menu is on the screen after you load the Volume 1 program diskette. You begin to work with the Displaywriter by selecting groups of tasks from the Task Selection menu.

Your goal for this segment is to be able to load sets of tasks by selecting the appropriate menu items.

## MAIN IDEA/TEXTPACK E

Below are the steps for loading a set of tasks. These steps are for *Textpack E only.* Remember, *you do not do anything* until you reach the Demonstration or Self-Test.

### Loading a Set of Tasks

To load a set of tasks, follow these steps:

1. Choose a set of tasks in the Task Selection menu.
   a. Type the ID letter on the prompt line.
   b. Press ENTER.
2. Return to the Task Selection menu to choose a different set of tasks.
   a. Type the ID letter for Go to Task Selection.
   b. Press ENTER.

### Correcting Errors on the Prompt Line

- To correct a typing error on the prompt line, press BKSP or CANCL (CODE + CANCL) to erase the error. Then type the correct letter.

**Responding to Messages**

A system message may appear below the prompt line. The message is indicated by a blinking arrow. You may have to press MSG to read the message.

If the message calls for an action, respond to the message by performing the action. If the message instructs you to insert a diskette you do not want to insert or do not have, cancel the message by pressing REPLY (CODE + REPLY).

If the message does not call for an action, cancel the message by pressing MSG.

*If you want to practice loading a set of tasks, go on to the Demonstration. If you would like more detail about loading tasks, read the Help that follows.*

**HELP/TEXTPACK E**

This section gives you more information about moving through menus.

**Loading a Set of Tasks**

To load a set of tasks, do the following:

1. **Choose a set of tasks in the Task Selection menu.**
   To select a menu item:
   a. Type the ID (identification) letter on the prompt line.
   A prompt is a direction from the system asking you to do something. The prompt is highlighted at the bottom of the screen. The prompt now reads, "Type ID letter to choose ITEM; press ENTER."

```
                      TASK SELECTION

ID   ITEM
a    Typing Tasks:
         Create or Revise Documents
b    Work Diskette Tasks:
         Delete or Duplicate Documents,
         Duplicate, Condense or
         Erase/Initialize (Name) Diskette, Change
         Document or Diskette Name, Recover Documents
c    Program Diskette Tasks:
         Default Formats, Duplicate Setups,
         Printer and Work Station Description,
         Duplicate and Erase Program Diskette
d    Paginate Tasks
e    Print Tasks




  Type ID letter to choose ITEM; press ENTER:  ▨
```

Type ID letter here

b. Press ENTER to tell the system that you have made a selection.
When the program is loaded, the appropriate tasks menu appears. Shown here is the Typing Tasks menu.

```
                          TYPING TASKS

ID  ITEM

a   Create Document
b   Revise Document
c   Go to Task Selection




         Type ID letter to choose ITEM; press ENTER:  ¤
```

**2. Return to the Task Selection menu** when:

- You have finished working with a set of tasks.
- You selected the wrong set of tasks and want to reselect a set of tasks.

  To return to the Task Selection menu:

a.  Type the ID letter for Go to Task Selection.
b.  Press ENTER.

```
                     TYPING TASKS

ID   ITEM

a    Create Document
b    Revise Document
c    Go to Task Selection




  Type ID letter to choose ITEM; press ENTER:  ⌷
```

Correcting Errors on the Prompt Line

- **To correct a typing error, press BKSP or CODE + CANCL, then retype the letter.**
  Holding down the CODE key while pressing another key gives you the function shown on the front of the key.

  To press CODE + CANCL, you must hold down CODE while you press CANCL.

### Responding to Messages

MSG is located to the left of the main keyboard.

The blinking arrow at the bottom of the screen reminds you to check for a message. Sometimes the arrow is accompanied by a beep.

You should always read a system message and, if necessary, respond to it. If you don't understand a message, look it up in the *Reference Book*, Prompts and Messages section.

**Type ID letter to choose ITEM; press ENTER:**
**⇒Invalid ID letter**

Message line

To cancel a message instructing you to insert a diskette you do not want to insert or do not have, press REPLY (CODE + REPLY).

*To load a set of tasks, go on to the Demonstration.*

### DEMONSTRATION/TEXTPACK E

In this Demonstration you will select the appropriate menu items to go from the Task Selection menu to other menus and back to the Task Selection menu. You will also correct an error on the prompt line. If you select a task you don't want, or receive a message or prompt you do not want to follow, use BKSP, CANCL (CODE + CANCL), or MSG. If you receive a message asking you for a diskette you don't have, press REPLY (CODE + REPLY).

Choose Typing Tasks by doing the following:

**Type the ID letter for Typing Tasks on the prompt line.**

Use BKSP if you type the wrong letter.

**Press ENTER.**

Do not choose a task at this time.

When the Typing Tasks menu appears, look through the tasks listed.

**Now type the ID letter for Go to Task Selection.**

**Press ENTER.**

The Task Selection menu appears on the screen.

Choose tasks by doing the following:

**Type the ID letter for Work Diskette Tasks and press ENTER.**

**Return to the Task Selection menu by typing the ID letter for Go to Task Selection.**

**Type the ID letter for Program Diskette Tasks but do *not* press ENTER.**

If you accidentally pressed ENTER, type the ID letter for Go to Task Selection and press ENTER.

**Erase the letter by holding the CODE key down while pressing CANCL.**

*To load a set of tasks on your own, go on to the Self-Test.*

**SELF-TEST/TEXTPACK E**

To complete the Self-Test, do the following:

- Go to the menu for Program Diskette Tasks.
- Return to the Task Selection menu.
- Go to the menu for Typing Tasks.
- Return to the Task Selection menu.

*Go on to the Feedback.*

## FEEDBACK/TEXTPACK E

If you had difficulty completing the Self-Test, check to be sure that you did the following:

☐ Did you type the ID letter for Go to Task Selection and then press ENTER to return to the Task Selection menu?

☐ Did you use BKSP or CODE + CANCL to correct a typing error on the prompt line?

If you forgot to do either of these things, review the Main Idea and Help sections, then try the Self-Test again.

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**4** This segment is for *Textpacks 2, 4, and 6.* Check your Training Profile or the label on your program diskette to determine your Textpack level. If you have Textpack E, you learned to move through menus in the last segment, so you do not have to take this segment.

The Displaywriter is a menu-driven system. This means that the kind of work it does is organized into groups of tasks. These tasks or groups of tasks are shown on menus. You will see a highlighted instruction at the bottom of the screen that tells you to make a selection from the menu. This instruction is called a prompt. In general, a prompt instructs you to perform some action on the Dipslaywriter.

The Task Selection menu is on the screen after you load the Volume 1 program diskette. You begin to work with the Displaywriter by selecting groups of tasks from the Task Selection menu.

Your goal for this segment is to be able to select the appropriate menu items and load the appropriate program diskettes to load sets of tasks.

## MAIN IDEA/TEXTPACKS 2, 4, AND 6

Below are the steps for loading a set of tasks.
Remember, *you do not do anything* until you reach
the Demonstration or Self-Test.

### Loading a Set of Tasks

To load a set of tasks, follow these steps:

1. Choose a set of tasks in the Task Selection menu.
   a. Type the ID letter on the prompt line.
   b. Press ENTER.
2. Insert the appropriate program diskette into the
   diskette slot as designated by the system message.

### Returning to the Task Selection Menu

To return to the Task Selection menu to choose a
different set of tasks:

1. Type the ID letter for Go to Task Selection.
2. Press ENTER.

### Correcting Errors on the Prompt Line

- To correct a typing error on the prompt line, press
  BKSP or CANCL (CODE + CANCL) to erase the
  error. Then type the correct letter.

**Responding to Messages**

A system message may appear below the prompt line. The message is indicated by a blinking arrow. You may have to press MSG to read the message.

If the message calls for an action, respond to the message by performing the action. If the message instructs you to insert a diskette you do not want to insert or do not have, cancel the message by pressing REPLY (CODE + REPLY).

If the message does not call for an action, cancel the message by pressing MSG.

*If you're ready to load a set of tasks, go on to the Demonstration. If you'd like more detail about loading tasks, read the Help that follows.*

## HELP/TEXTPACKS 2, 4, AND 6

This section gives you more information about moving through menus.

### Loading a Set of Tasks

The way in which the programs are loaded varies. The system may load the program automatically when you make a selection in the Task Selection menu. Or you may have to remove the current program diskette and insert another program diskette that contains the appropriate program.

To load a set of tasks, do the following:

1. **Choose a set of tasks in the Task Selection menu.** This menu lists the types of tasks the system can perform.
   To select a menu item:
   a. Type the ID (identification) letter on the prompt line.
   A prompt is a direction from the system asking you to do something. The prompt is highlighted at the bottom of the screen. The prompt now reads, "Type ID letter to choose ITEM; press ENTER."
   b. Press ENTER to tell the system that you have made a selection.
   **Note:** The menu that appears on your screen may vary from the one shown here.

```
                    TASK SELECTION

ID    ITEM

a     Typing Tasks:
         Create, Revise or Paginate Documents
b     Work Diskette Tasks:
         Delete or Duplicate Documents,
         Duplicate, Condense or
         Erase/Initialize (Name) Diskette,
         Print Index of Diskette Contents, Change
         Document or Diskette Name, Recover Documents,
         Display or Convert Final-form Documents
c     Program Diskette Tasks
         Default Formats, Duplicate Setups,
         Printer and Work Station Description,
         Duplicate and Erase Program Diskette,
         Feature Program Diskette Tasks,
         Create and Update Combined Program Diskette
d     Spelling Tasks
e     Feature Tasks
f     Key-To-Print Task
g     Merge Tasks

Type ID letter to choose ITEM; press ENTER: ▯
```

Type ID letter here

2. **Insert the appropriate program diskette into the diskette slot.**
   All program diskettes have a six-character diskette name and a volume number. If the program for the task you selected is *not* on the Volume 1 program diskette, the message "Insert diskette (six-character name) into the (right or left) slot" appears.

   When the program is loaded, the appropriate menu appears. Shown here is the Typing Tasks menu.

   **Note:** The menu that appears on your screen may vary from the one shown here.

| | |
|---|---|
| d | Spelling Tasks |
| e | Feature Tasks |
| f | Key-To-Print Task |
| g | Merge Tasks |

==>Insert diskette NAQAFA in right slot.

**TYPING TASKS**

| ID | ITEM |
|---|---|
| a | Create Document |
| b | Revise Document |
| c | Paginate Document |
| d | Print Document |
| e | Display Index of Diskette Contents |
| f | Go to Task Selection |

Type ID letter to choose ITEM; press ENTER:

**Returning to the Task Selection Menu**

Return to the Task Selection menu when:

- You have finished working with a set of tasks.
- You selected the wrong set of tasks and want to reselect a set of tasks.

  To return to the Task Selection menu:

1. **Type the ID letter for Go to Task Selection.**
2. **Press ENTER.**

| | |
|---|---|
| c | Paginate Document |
| d | Print Document |
| e | Display Index of Diskette Contents |
| f | Go to Task Selection |

Type ID letter to choose ITEM; press ENTER:

**Correcting Errors on the Prompt Line**

• **To correct a typing error, press BKSP or CODE + CANCL, then retype the letter.**
Holding down the CODE key while pressing another key gives you the function shown on the front of the key.

To press CODE + CANCL, you must hold down CODE while you press CANCL.

**Responding to Messages**

MSG is located to the left of the main keyboard.
The blinking arrow at the bottom of the screen reminds you to check for a message. Sometimes the arrow is accompanied by a beep.

44

You should always read a system message and, if necessary, respond to it. If you don't understand a message, look it up in the the *Reference Book*, Prompts and Messages section.

**Type ID letter to choose ITEM; press ENTER:**
**⇒Invalid ID letter**

Message line

To cancel a message instructing you to insert a diskette you do not want to insert or do not have, press REPLY (CODE + REPLY).

To clear a message that does not require an action, press MSG.

*To load a set of tasks, go on to the Demonstration.*

## DEMONSTRATION/TEXTPACKS 2, 4, AND 6

In this Demonstration you will select the appropriate menu items and load the appropriate diskettes to go from the Task Selection menu to other menus, and back to the Task Selection menu. You will also correct an error on the prompt line. Remember, BKSP or CANCL (CODE + CANCL) can be used to correct an error on the prompt line. REPLY (CODE + REPLY) can be used to cancel a request to insert a diskette, and MSG can be used to display and clear messages.

Choose Typing Tasks by doing the following:

**Type the ID letter for Typing Tasks on the prompt line.**

Use BKSP if you type the wrong letter.

**Press ENTER.**

**When the message "Insert diskette (diskette name) into the (left or right) slot" appears, insert the diskette.**

Be sure to insert the diskette into the indicated slot and turn the load lever down after you insert the diskette.

If you insert the wrong diskette, another message will ask you to insert the correct one.

When the Typing Tasks menu appears, look through the tasks listed, but do *not* choose any tasks.

**Type the ID letter for Go to Task Selection.**

**Press ENTER.**

The Task Selection menu appears on the screen.

Now practice choosing sets of tasks by doing the following:

**Type the ID letter for Work Diskette Tasks and press ENTER.**

**Insert the appropriate program diskette and view the Work Diskette Tasks menu.**

**Return to the Task Selection menu by typing the ID letter for Go to Task Selection.**

**Type the ID letter for Program Diskette Tasks but do *not* press ENTER.**

If you accidentally press ENTER, you will receive the prompt to insert the diskette with Program Diskette Tasks. To cancel this prompt, press CODE + CANCL.

**Erase the letter by holding the CODE key down while pressing CANCL.**

*To load a set of tasks on your own, go on to the Self-Test.*

**SELF-TEST/TEXTPACKS 2, 4, AND 6**

To complete the Self-Test, do the following:

- Go to the Spelling Tasks menu.
- Return to the Task Selection menu.
- Go to the Typing Tasks menu.
- Return to the Task Selection menu.

*Go on to the Feedback.*

## FEEDBACK/TEXTPACKS 2, 4, AND 6

If you had difficulty completing the Self-Test, check to be sure that you did the following:

☐ Did you insert the appropriate diskette when asked to do so?

☐ Did you type the ID letter for Go to Task Selection and then press ENTER to return to the Task Selection menu?

☐ Did you use BKSP or CODE + CANCL to correct a typing error on the prompt line?

If you forgot to do any of these things, review the Main Idea and Help sections, then try the Self-Test again.

Unit: Starting Your Training

**Lesson 2: Creating and Printing a Simple Document**

**2**

**2** When you use a typewriter, you know that the document you are working on will print out as you type. On the Displaywriter, you type the document first. The system stores the document on a diskette. You can print the document whenever you wish.

By the end of this lesson you will be able to type and print a simple document. In the first segment you will learn to go to the typing area and type simple text. In the second segment you will learn basic typing functions, such as tabs, centering, and underlining. You will use these functions to type two simple documents.

The last two segments will teach you how to print the documents you typed earlier. Segment 3 is for Textpack E only. Segment 4 is for Textpacks 2, 4, and 6.

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**1**

After you load the typing tasks program, you are ready to create a document.

In this segment you will learn to insert a work diskette. You will also learn to type text and store it on the work diskette. Work diskettes are similar to program diskettes and should also be handled carefully. Work diskettes hold the documents you type.

Your goals for this segment are to be able to do the following:

- Insert a work diskette.
- Go to the typing area to create a document.
- Type text.
- Use **BKSP** to correct typing errors.
- End the document.
- Access an existing document.

## MAIN IDEA

Below are the steps for going to the typing area.
Remember, you do not *do* anything until you reach
the Demonstration or Self-Test.

### Going to the Typing Area to Create a Document

1. Go to the Typing Tasks menu.
2. Insert a work diskette.
3. Choose Create Document.
4. Type the document name as prompted, then press
   ENTER.
5. Type the diskette name as prompted, then press
   ENTER.
6. Press ENTER to go to the typing area.

### Typing the Document

Type the text in the typing area. Backspace to remove
any errors on the same line.

### Ending the Document

Press END to store the document on the work diskette
*before*:

- Removing the work diskette.
- Turning off the power.

**Accessing an Existing Document**

1. Go to the Typing Tasks menu.
2. Insert the work diskette that contains the document.
3. Choose Revise Document.
4. Type the document name, then press ENTER.
5. Type the diskette name, then press ENTER.
6. Press ENTER to go to the typing area.

**Note:** You must type the document name exactly as you originally typed it.

*If you feel you have enough information and are ready to create a document, go on to the Demonstration. If you would like more detail about working in the typing area, read the Help that follows.*

## HELP

### Going to the Typing Area to Create a Document

**1. Go to the Typing Tasks menu.**
Choose Typing Tasks in the Task Selection menu.

```
                        TASK SELECTION

ID    ITEM

a     Typing Tasks:
         Create, Revise or Paginate Documents
b     Work Diskette Tasks:
         Delete or Duplicate Documents,
         Duplicate, Condense or
         Erase/Initialize (Name) Diskette,
```

**2. Insert a work diskette.**
A work diskette holds the documents you type.
Insert the work diskette the same way you insert
a program diskette, with the label facing the load
lever.

**Note:** If you have a single diskette unit, remove
the program diskette, then insert the work diskette
in the left slot.
If you have a dual diskette unit, insert the work
diskette in either slot unless you receive a message
to insert it in a specific slot. With a dual diskette
unit it is important to follow any messages for
inserting diskettes.
Close the load lever after you insert the work
diskette.
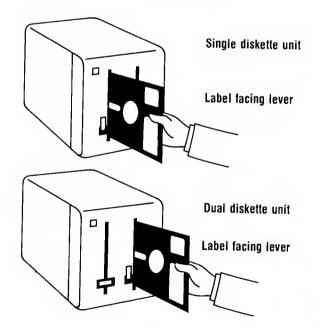
**INSERTING THE WORK DISKETTE**

Single diskette unit

Label facing lever

Dual diskette unit

Label facing lever

58

**3. Choose Create Document.**

Choose Create Document to type a *new* document. You will learn about other menu items later.

```
                              TYPING TASKS

ID  ITEM
a   Create Document
b   Revise Document
c   Paginate Document
d   Print Document
e   Display Index of Diskette Contents

f   Go to Task Selection




Type ID letter to choose ITEM; press ENTER: ¤
```

**4. Type the document name, then press ENTER.**

You must give each new document a name. Choose a simple name because you must retype it exactly each time you revise or print this document. Type the name on the prompt line.

```
                              TYPING TASKS

ID  ITEM
a   Create Document
b   Revise Document
c   Paginate Document
d   Print Document
e   Display Index of Diskette Contents

t   Go to Task Selection




Type document name; press ENTER: ¤
```
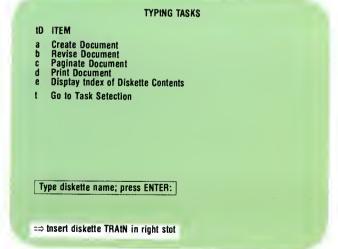
**5. Type the diskette name, then press ENTER.**
This identifies the work diskette the document will be stored on. During training, TRAIN is the name of your work diskette.

```
                          TYPING TASKS

   tD   ITEM

   a    Create Document
   b    Revise Document
   c    Paginate Document
   d    Print Document
   e    Display Index of Diskette Contents

   t    Go to Task Selection




   Type diskette name: Press ENTER:   ▨
```

You will receive a message to insert your work diskette if you haven't already done so.

```
                          TYPING TASKS

   tD   ITEM

   a    Create Document
   b    Revise Document
   c    Paginate Document
   d    Print Document
   e    Display Index of Diskette Contents

   t    Go to Task Selection




   Type diskette name; press ENTER:

   ⇒ Insert diskette TRAIN in right slot
```

**60**

If you type and enter the diskette name incorrectly, press REPLY (CODE + REPLY). Then retype the correct diskette name on the prompt line.

The Create or Revise Document menu appears. This menu allows you to type a document comment or change the document format. You will learn how to do this later.

6. **Press ENTER.**
At the bottom of the menu is a reminder to press ENTER when you finish. Pressing ENTER takes you to the typing area, where you type the document.

CREATE OR REVISE DOCUMENT

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Document Comment | | |
| b | Change Document Format | | |
| c | Change Alternate Format | | |
| d | Preserve Page Numbers | 2 | 1 = Yes  2 = No |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

Two status lines are at the top of the typing area. These lines contain information that is helpful to you as you type.

The name of the task you selected and the name of the document are on the first status line.
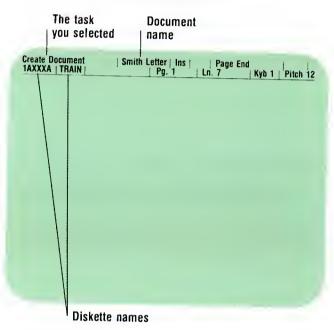
The names of your program and work diskettes are on the second status line. You will learn about other information on the status line later.

**THE TYPING AREA**

The task you selected     Document name

Create Document | Smith Letter | Ins | Page End |
1AXXXA | TRAIN | | Pg. 1 | Ln. 7 | Kyb 1 | Pitch 12

Diskette names

**Typing the Document**

**Type the text.** The character keyboard is arranged much like a typewriter keyboard.

Some of the other keys instruct the system to perform specific functions. You will learn to use these keys later.

**THE CHARACTER KEYBOARD**

*Starting Your Training*
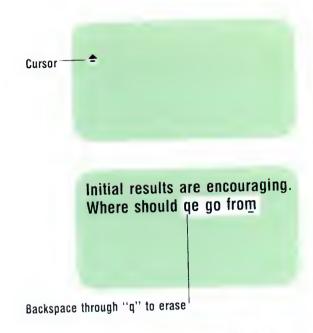
The short line at the top left of the screen is the cursor. The cursor shows where the next character you type will appear. As you type, the cursor moves to the right.

Cursor ——— ◆

If you make a mistake, press BKSP to back up and remove the incorrect character or characters. Then retype the correct characters.

Initial results are encouraging.
Where should qe go from

Backspace through "q" to erase

BKSP
REQD

If you notice an error in a previous line, ignore it for now. You will learn how to correct it later.

When you are typing a paragraph, type until you reach the end. The Displaywriter automatically places the carrier returns at the right margin. This feature is called Auto Carrier Return. You must press RETURN at the end of the paragraphs or short lines.

**Ending the Document**

**Press END.** This tells the Displaywriter that you have finished working with the document and stores it on the diskette. The Typing Tasks menu returns to the screen.

Always press END to store your document *before* you remove the work diskette or turn off the power at your work station.

### Accessing an Existing Document

Choose Revise Document when you want to access an existing document, even if you don't want to revise it.

When you access the document, you must type the name of the document exactly the way you originally typed it. Uppercase and lowercase letters must match.

Sometimes a document name already appears on the prompt line. If it is the correct name, just press ENTER. If not, erase it by using BKSP or pressing CANCL (CODE + CANCL). Then type the correct name and press ENTER.

The diskette name may also appear on the prompt line. If it is correct, press ENTER. If it is incorrect, erase it, retype the name, and press ENTER.

*Go on to the Demonstration.*

## DEMONSTRATION

For this Demonstration you will create a document named Text and store it on your work diskette. Find the work diskette labeled **TRAIN**. The steps you must perform are in **boldface type**. Remember, use BKSP or CANCL (CODE + CANCL) to correct errors on the prompt line. If you receive a message asking for a diskette you don't have, use REPLY (CODE + REPLY), as necessary. If you make a typing error that cannot be corrected using BKSP, leave the error until you learn to revise in a later lesson. You can also end the document, then create a new document using a *new name*. For example, here you may want to name the new document Text 1. You can then begin the exercise from the beginning.

*Going to the Typing Area to Create a Document*

If the Task Selection menu is not on the screen, go to that menu.

**Choose Typing Tasks.**

If you have Textpack 2, 4, or 6, you may receive the message to insert the program diskette that contains Typing Tasks.

**Insert the work diskette.**

You may have to remove a program diskette before you insert the work diskette named TRAIN.

**Choose Create Document.**

The prompt "Type document name; press ENTER" appears.

**Type the word *Text* and press ENTER.**

The prompt "Type diskette name; press ENTER" appears. The name of your diskette (TRAIN) should also appear. If it does not, type the word *TRAIN*.

**Press ENTER.**

The Create or Revise Document menu appears. You will not make a document comment at this time.

**Press ENTER.**

Now you are in the typing area.

Notice the status line. The first status line shows that you are in the Create Document task and that the name of the document is Text. The second status line shows the names of the diskettes you have inserted.

If you press END by mistake, choose Revise Document in the Typing Tasks menu and continue to press ENTER until you return to the typing area.

*Typing the Document*

**Locate the cursor.**

The cursor is at the beginning of the first typing line. Begin typing there.

**Type the text.**

Type the paragraph exactly as it appears. Do *not* type any carrier returns. As you type, watch the screen to see how the system inserts the carrier returns.

As you type, practice using the BKSP key.

```
Office workers are concerned with the paperwork of a business.  Some
office workers are responsible for all the office correspondence which
results from the normal business activities of the company.  If the
paper flow is not efficient and well organized, the business firm will
not be efficient and well organized.
```

*Ending the Document*

**Press END.**

This stores your document on your work diskette and returns you to the Typing Tasks menu.

*Accessing a Document*

You should already be in the Typing Tasks menu with your work diskette inserted in the diskette unit.

**Choose Revise Document in the Typing Tasks menu.**

**Press ENTER.**

You are prompted to type the document name and diskette name. These names should already appear. If not, type them.

**Press ENTER twice.**

The Create or Revise Document menu appears.

**Press ENTER.**

You are back in the typing area. Now the typing area contains the document you just typed. Notice that the status line reads Revise Document. This doesn't mean you have to make revisions. You can just look at the document.

**Press END.**

Since you are not going to revise the document at this time, return the document to storage on the work diskette by pressing END. Notice that the Typing Tasks menu is back on the screen.

*The Exercise that follows gives you the chance to try working in the typing area.*

**EXERCISE**

**Creating a Document**

Create the following document:
  Document name: Sandwich
  Diskette name: TRAIN
  Go to the typing area and type the illustrated text. Remember that you do *not* type a carrier return until the end of the paragraph. Use BKSP to correct mistakes on the line on which you are typing. Don't worry about any mistakes you can't correct by backspacing.
  When you finish typing the text, end the document.

> Despite high sandwich sales, occasionally a store has a problem which could decrease sales.  These problems include a hot dog cooker that doesn't work, day-old sandwiches in the display case, and drinks and desserts hiding the sandwiches in the display case.  Check your district's stores to see if any of these problems exist.

**Accessing the Document**

Access the document you just created in order to look
at it. Be sure to choose Revise Document.
   Document name: Sandwich
   Diskette name: TRAIN
   When you're ready to go on, end the document.

*Go on to the Self-Test.*

**SELF-TEST**

**Creating a Document**

Before starting the Self-Test, do the following:

- Return to the Task Selection menu.
- Remove your work diskette.

Now perform the steps necessary to create the following document:
Document name: Ice Cream
Diskette name: TRAIN
Type the illustrated text, then end the document.

```
To alleviate the problem of unsaleable ice cream in our Nome, Alaska
stores, we have established a new delivery policy.  Our standard monthly
delivery of 100 gallons will be reduced to 10 gallons in the months when
the temperature is not expected to rise above zero degrees.
```

**Accessing the Document**

Now that you have created Ice Cream, suppose you want to check it for errors. Access the document using the steps you have learned, but don't try to correct errors at this time.

Return to the Typing Tasks menu when you are finished looking at the document.
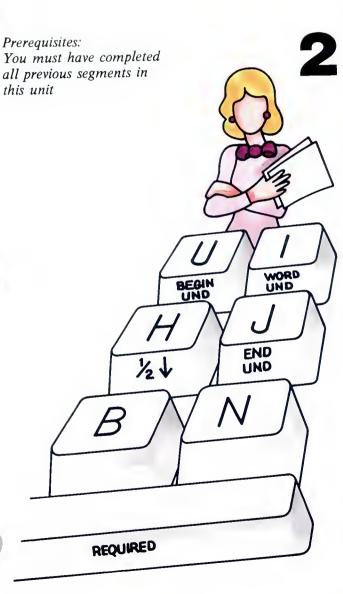
*Go on to the Feedback.*

**FEEDBACK**

### Creating a Document

If you had difficulty creating the document, check to be sure that you did the following:

☐ Did you close the load lever on the diskette slot when you inserted the work diskette?

☐ Did you choose Create Document in the Typing Tasks menu?

☐ Did you type the text *without* carrier returns?

☐ Did you press END after you typed the text?

### Accessing the Document

If you had difficulty accessing the document:

☐ Did you type the document name, Ice Cream, exactly as you did originally?

☐ Did you choose Revise Document in the Typing Tasks menu?

*If you had difficulty with the Self-Test, review the Main Idea and Help before going on to the next segment.*

**2**

There are common techniques for placing text on a page. They include tabbing, underlining, centering, and adding space between lines.

On a typewriter, you use the carrier return, the tab key, and the space bar.

On the Displaywriter, there are keys that do these functions automatically. When you press these keys, the Displaywriter inserts codes that identify the functions to be performed by the system. You will learn how to view and change these codes later. In this segment you will learn to use these keys.

Your goal for this segment is to be able to:

- Begin a new line or insert extra space between lines.
- Indent a line of text.
- Center a line of text.
- Keep a string of words together on a line.
- Underline one word.
- Underline a series of words.

REQUIRED

## MAIN IDEA

### Beginning a New Line or Inserting Extra Space Between Lines

To begin a new line following a line that does not reach the right margin, or to insert extra space between lines or paragraphs, press RETURN as many times as needed.

### Indenting a Line of Text

To indent a single line of text, place the cursor at the desired tab setting by pressing TAB as many times as needed.

### Centering Text

To center a word or a line of text, follow these steps:

1. Place the cursor at the center position using TAB or SPACE (space bar).
2. Press CTR (CODE + CTR).
3. Type the text.
4. Press RETURN.

**Keeping a String of Words Together**

To keep a string of words together on one line, press
REQUIRED SPACE (CODE + REQUIRED
SPACE) between the words to be kept together.

**Underlining One Word**

To underline a single word, follow these steps:

1. Type the word to be underlined.
2. Press WORD UND (CODE + WORD UND).

**Underlining a Series of Words**

To underline a series of words, follow these steps:

1. Press BEGIN UND (CODE + BEGIN UND).
2. Type the words to be underlined.
3. Press END UND (CODE + END UND).

*If you feel you have enough information, go on to the
Demonstration. If you would like more detail about
basic typing functions, read the Help that follows.*

**HELP**

Notice that many keys on your keyboard are marked
on the front as well as the top. To get the function
marked on the front of any key, press and hold the
CODE key while you press the marked key.

**Beginning a New Line or Inserting Extra Space
Between Lines**

Press RETURN to begin a new line or to insert extra
space between lines or paragraphs.

Remember, you do *not* have to press RETURN at
the end of every line. Auto Carrier Return moves the
cursor to the left margin for you when you are typing
within a paragraph.

Press RETURN to begin a new paragraph or to insert blank lines into the text.

Required carrier returns are inserted when you press RETURN. Note how required carrier returns ( ⏎ ) are used in the illustrated memo. They appear at the end of short lines that do not reach the right margin. They are also used to create space between paragraphs and other parts of the memo. Automatic carrier returns ( ⏎ ) are inserted by the Displaywriter as it breaks lines at the right margin. You will learn to view and change these codes later.

During revision, the Displaywriter automatically adjusts carrier returns inserted by the system. Required carrier returns inserted by you are not changed.

**Note:** Do *not* use the CODE key when you want a required carrier return. The code inserted when you press CODE + RETURN is treated the same way as the code resulting from an automatic carrier return. It will be adjusted during revision.

### Indenting a Line of Text

To indent a line of text, press TAB to move the cursor to the desired tab setting. One Tab code ( →| ) is inserted and the cursor moves to the next tab setting each time you press TAB. Tab settings are shown on the scale line at the top of the typing area. Currently the tab settings are set every five spaces from the left margin. You will learn to change them later.

Use tabs to indent the first line of a paragraph and to type columns or text that do not begin at the left margin.
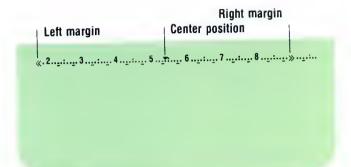
Tab Settings

### Centering Text

To center a word or a line of text, follow these steps:

**1. Place the cursor at the center position using TAB or the space bar.**
Use TAB, the space bar, or a combination of both to place the cursor at the center position. The center position between the current margins is shown on the scale line.
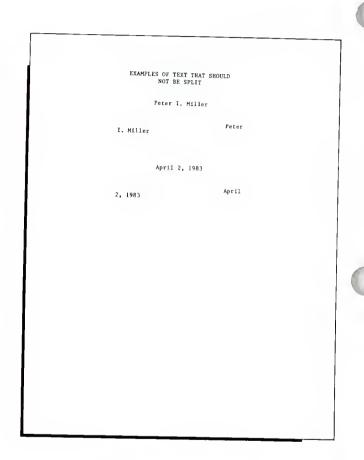
**2. Press CTR (CODE + CTR).**
This inserts a Center code ( |•| ).

**3. Type the text.**
The text is centered as you type.

**4. Press RETURN.**
This ends the line.

**Keeping a String of Words Together**

Sometimes Auto Carrier Return splits text that should stay together, for example, dates and names as shown in the illustration.

```
          EXAMPLES OF TEXT THAT SHOULD
                 NOT BE SPLIT

                Peter I. Miller


      I. Miller                    Peter



                 April 2, 1983


      2, 1983                      April
```

To prevent this, type required spaces ( ▼ ) between the words and numbers by pressing CODE + REQUIRED SPACE.

**Underlining One Word**

To underline a single word, follow these steps:

1. **Type the word to be underlined.**
   Do *not* type the space or punctuation following the word.

2. **Press WORD UND (CODE + WORD UND) with** the cursor immediately after the last character in the word.
   This inserts a Word Underline code ( ✕✕ ).
   WORD UND underlines one word at a time.
   If there are required spaces between words, the words are underlined continuously.

**Underlining a Series of Words**

To underline a series of words, follow these steps:

1. **Press BEGIN UND (CODE + BEGIN UND)** to insert a Begin Underline code ( 🠞 ).

2. **Type the words to be underlined.**
   Do not type the space or punctuation following the last word.

3. **Press END UND (CODE + END UND)** with the cursor immediately after the last character in the last word to be underlined.
   This inserts an End Underline code ( 🠜 ).
   The series of words will be underlined continuously. However, they will not always stay together on the same line as they will if you use required spaces.
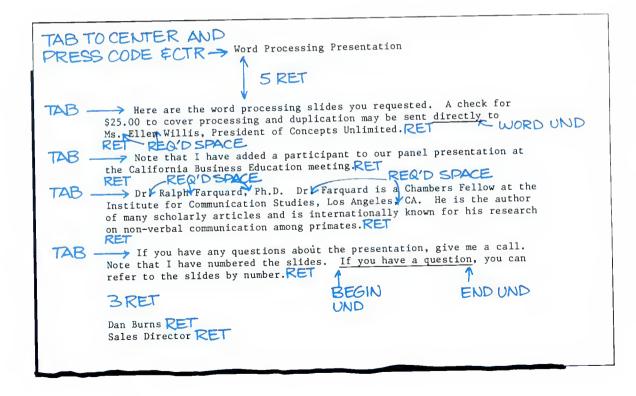
*Go on to the Demonstration.*

## DEMONSTRATION

For this Demonstration you will create the memo illustrated below. (Step-by-step instructions follow, so you don't have to start typing right now.) If you make a typing error that cannot be corrected using BKSP, you may want to leave the error until you learn to revise in a later lesson, or end the document, then create a new document using a new name. For example, here you may want to name the new document Meeting A.

Document name:  Meeting
Diskette name:  TRAIN

**Go to the Typing Tasks menu.**

**Choose Create Document.**

The prompt "Type document name; press ENTER"
appears.

**Type *Meeting* and press ENTER.**

Follow the prompt, "Type diskette name; press
ENTER", if necessary.

**Press ENTER twice.**

You should be in the typing area.

**Use TAB and the space bar to move the cursor to
the center symbol ( ▼ ) on the scale line.**

**Press CTR (CODE + CTR).**

You will not see anything on the screen.

**Type** *Word Processing Presentation*

The words center as you type them.
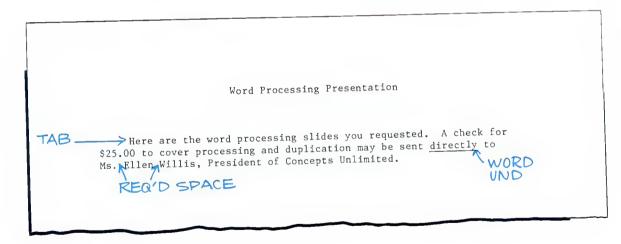
**Press RETURN five times.**

This inserts four blank lines between the heading and the text.

**Press TAB.**

This indents the first line of the paragraph to the first tab setting.

**Type the following text to the end of the word** *directly*.

Do not space.

Word Processing Presentation

TAB ————→ Here are the word processing slides you requested.  A check for
$25.00 to cover processing and duplication may be sent directly to
Ms. Ellen Willis, President of Concepts Unlimited.

WORD
UND

REQ'D SPACE

**Press WORD UND (CODE + WORD UND).**

The cursor should be immediately after the *y*. The word will be underlined.

**Type *to Ms.* including the period.**

**Insert a required space (CODE + REQUIRED SPACE).**
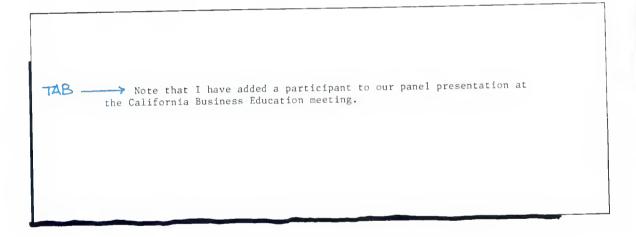
Type a required space between each of the words in the name *Ms. Ellen Willis* to prevent the name from being split between lines. Hold the CODE key and press the space bar.

**Complete typing the first paragraph. Type , *President of Concepts Unlimited.***

**Press RETURN twice.**

This separates the paragraphs with a blank line.

**Press TAB and type the second paragraph illustrated below.**

TAB ⟶  Note that I have added a participant to our panel presentation at the California Business Education meeting.

**Press RETURN twice.**

**Press TAB and type the paragraph below.**

Remember to type required spaces as indicated to keep
word strings together.

REQ'D SPACE     REQ'D SPACE

TAB ⟶

```
        Dr. Ralph Farquard, Ph.D.  Dr. Farquard is a Chambers Fellow at the
    Institute for Communication Studies, Los Angeles, CA.  He is the author
    of many scholarly articles and is internationally known for his research
    on non-verbal communication among primates.
```

Press **RETURN** twice.

Press **TAB** and type the next two sentences shown below, including two spaces at the end.
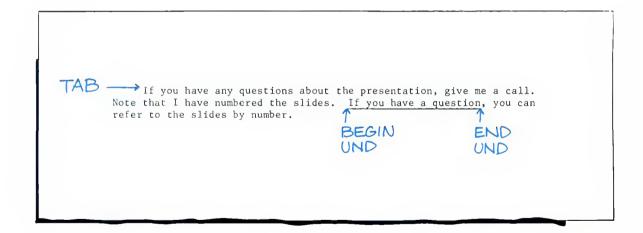
Press **BEGIN UND (CODE + BEGIN UND)**.

Type the text to be underlined: *If you have a question*

Do not type the comma. The words are underlined as you type.

Press **END UND (CODE + END UND)**.

Type the punctuation that follows the underlined text and finish typing the paragraph.

TAB ⟶ If you have any questions about the presentation, give me a call.
Note that I have numbered the slides.  If you have a question, you can
refer to the slides by number.

BEGIN
UND

END
UND

**Press RETURN four times.**

This leaves space for the signature.

**Type** *Dan Burns*

**Press RETURN.**

**Type** *Sales Director* **and press RETURN.**

**Press END.**

*Go on to the Self-Test.*

**SELF-TEST**

Create the following document:
    Document name: Confirm
    Diskette name: **TRAIN**
    Type the illustrated letter beginning on line 7.
Compare what is on your screen with what appears
below. Then go on to the next page.

```
              Mr. Michael Hayes
              6909 Lakeview Drive
              Linden Hills, MN  55410

              Dear Mr. Hayes:

                  We were pleased to receive your request for our talk, "There've
              Been Some Changes Made," and are happy to confirm this program with you.

                  The DATE is August 12, 1982.  The TIME is 7:00 p.m. sharp.  The
              PLACE is the Old Fireside House located at 100 Limekiln Pike in Linden
              Hills.

                  If you need any further information, please call our office before
              August 5.



              Mrs. Maude Ryan
              Educational Coordinator
```

*Go on to the Feedback.*

**FEEDBACK**

The document on your screen should look like the letter illustrated.

If your copy looks different from the illustrated copy on the preceding page, check to be sure you did the following:

☐ Did you press RETURN after every line in the address?

☐ Did you press RETURN to create the extra space between the address, the salutation, and the beginning of the letter?

☐ Did you type a tab to indent the first line of each paragraph?

☐ Did you type required spaces between the following words: *August 12, 1982, 7:00 p.m., 100 Limekiln Pike, August 5?*

☐ Did you use BEGIN UND and END UND to underline *Old Fireside House?*

☐ Did you press RETURN to create an extra space between paragraphs?

☐ Did you use WORD UND to underline *before?*

☐ Did you press RETURN to get the correct spacing at the close of the letter?

*End the document. If you had problems with the Self-Test, review the Main Idea and Help before going on to the next segment.*

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*
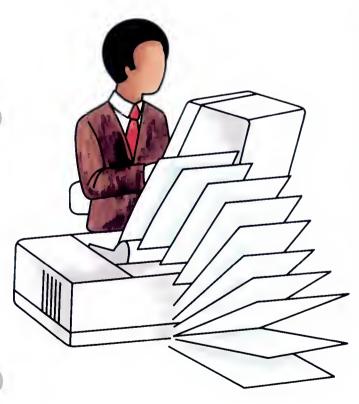
**3** This segment presents the printing procedure for *Textpack E.* Check your program diskette label to determine which Textpack level you have. If you do not have Textpack E, go on to the next segment.

You learned how to type a document on the Displaywriter in earlier segments. Now you are ready to learn how to print documents on the Displaywriter.

Before you begin this segment, make sure your printer is ready. Check to see that it is turned on and has a printwheel or printer element, a good ribbon, and paper in the trays of a sheet-feed paper handler or available for manual feed. If you don't know how to set up your printer, stop now and check the appropriate printer guide.

Your goal for this segment is to be able to print a document on your Displaywriter.

## MAIN IDEA/TEXTPACK E

### Printing a Document

To print a document, follow these steps:

1. Go to the Task Selection menu.
2. Choose Print Tasks.
3. Choose Print Document.
4. Respond to the prompts to type the document name and the diskette name.
5. Change any items necessary in the Print Document menu by typing the ID letter of the item and the number of your choice.
6. Press ENTER when you are finished with the menu.
7. Respond to the messages to print the document.

### Loading Paper

If you have an IBM 5215 Selectric Element Printer, pull the paper bail lever away from the platen. Place paper in front of the paper support table with the left edge of the paper resting against the paper guide. Use the platen knobs to roll the paper into the printer. Align the top edge of the paper with the bottom red line on the cardholder.

If you have an IBM 5218 or 5228 Printwheel Printer, and if you're using a sheet-feed paper handler, check the top tray to be sure that you have enough paper. Make sure the paper is the right size. When you respond to the message to press Start, the printer loads the paper.

If you have an IBM 5218 or 5228 Printwheel Printer without a sheet-feed paper handler, insert the paper vertically, lining up the left edge with the triangle. Press Load at the printer.

**Stopping or Canceling Printing at the Printer**

If you have a problem while you are printing, you can stop a job temporarily or cancel it entirely.

To stop a job temporarily, press Stop at the printer. When you are ready to start printing again, press Start at the printer.

To cancel a job entirely, press Cancel at the printer.

*If you feel you have enough information about printing, go on to the Demonstration. If you'd like more detail, read the Help that follows.*

## HELP/TEXTPACK E

Following is more information on printing a document.
Follow these steps:

1. **Go to the Task Selection menu.**

2. **Choose Print Tasks.**
   The Print Tasks menu appears.

```
c    Program Diskette Tasks:
         Default Formats, Duplicate Setups,
         Printer and Work Station Description,
         Duplicate and Erase Program Diskette
d    Paginate Tasks
e    Print Tasks


   Type ID letter to choose ITEM; press ENTER:  ⌷
```

3. **Choose Print Document.**

```
                         PRtNT TASKS

ID   ITEM
a    Print Document
b    Display Print Queue or Cancel Print Job
c    Change Printing Order
d    Print Index of Diskette Contents
e    Continue Printing With Element Now on Printer
f    Key-To-Print
g    Go to Task Selection
```

**4. Respond to the prompts to type the document name and the diskette name.**

The Print Document menu appears. The Print Document menu lists five items that you can change. You can print only a page or group of pages of a document by changing Print From Page or Print Through Page. You can print more than one copy of a document by changing Print Quantity. You can change Paper Handling to indicate how your printer is set up. You can have the printer stop printing if an error is detected by changing Cancel on Error to Yes.

PRINT DOCUMENT

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Print From Page | 0 | 0 = First Page, 1 – 9999.9.9 |
| b | Print Through Page | 0 | 0 = Last Page, 1 – 9999.9.9 |
| c | Print Quantity | 1 | 1 – 99 |
| d | Paper Handling | 2 | 1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper |
| e | Cancel on Error | 2 | 1 = Yes   2 = No |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ☒

**5. Change any items necessary in the Print Document menu.**

To change an item:

a. Type the ID letter of the item you want to change.

The prompt "Type YOUR CHOICE; press ENTER" appears.

b. Look at the column titled POSSIBLE CHOICES on the menu and decide which option you want. Each choice is indicated by a number. In some cases the number indicates a specific option. For example, one option for Paper Handling is 1 = Cut Paper, Manual Feed. In other cases the number indicates a quantity. For instance, Print Quantity can be any number from 1 to 99.

PRINT DOCUMENT

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Print From Page | 0 | 0 = First Page, 1 – 9999.9.9 |
| b | Print Through Page | 0 | 0 = Last Page, 1 – 9999.9.9 |
| c | Print Quantity | 1 | 1 – 99 |
| d | Paper Handling | 2 | 1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper |
| e | Cancel on Error | 2 | 1 = Yes   2 = No |

When finished with this menu, press ENTER.

Type YOUR CHOICE; press ENTER:

c. Type the number that indicates the option you want and press ENTER.
   Your choice appears highlighted on the menu.

When doing your own work, always be sure that the item for Paper Handling matches the way you are going to feed paper into the printer.

- If you're going to feed the paper manually, choose Cut Paper, Manual Feed.

- If you're going to use a sheet-feed paper handler, choose Cut Paper, Automatic Feed.

- If you're going to use a tractor-feed paper handler, choose Continuous Paper.

6. **Press ENTER when you are finished with the menu.**
   A message tells you that your document has been added to the print queue. The print queue is a waiting line of documents to be printed. You will learn more about the print queue later.

==>(document name) added to print queue.

7. **Respond to the messages to print the document.**
Press MSG to cancel the message indicating that
your document has been added to the print queue.
You will then see other messages that may instruct
you to take actions such as loading paper and
pressing Start at the printer. You may also see
messages that inform you about actions that have
occurred, such as document printing completed.

⇒ Load cut paper or env. size 215.9 x 279.4 mm (8.5 x 11) in. Start printer.

⇒ (document name) printed.

*To print a document, go on to the Demonstration.*

**DEMONSTRATION/TEXTPACK E**

In this Demonstration you will print two copies of
the memo you typed in Segment 2 of this lesson.

Document name:  Meeting
Diskette name:  TRAIN

**Go to the Task Selection menu.**

**Choose Print Tasks.**

The Print Tasks menu appears.

**Choose Print Document.**

**Respond to the prompts to type the document name
and the diskette name, if necessary.**

The Print Document menu appears.

**Type the ID letter for Print Quantity and press
ENTER.**

**Type 2 and press ENTER.**

This tells the system to print two copies of the
document.

**Check to see if the item for Paper Handling matches the way you are going to feed paper into the printer.**

If you are feeding the paper manually, choose Cut Paper, Manual Feed.

If you are using a sheet-feed paper handler, choose Cut Paper, Automatic Feed.

**Change the Paper Handling item, if necessary.**

- Type the ID letter for Paper Handling and press ENTER.
- Type the number that corresponds to the method of paper handling you are using and press ENTER.

**Press ENTER when you are finished with the menu.**

A message tells you that your document has been added to the print queue.

**Press MSG.**

The message that was on your screen disappears, and a message to load paper and start the printer appears.

Be sure you have the correct paper size loaded in the printer. The message tells you which size you must have.

**Load paper.**

If you have an IBM 5215 Selectric Element Printer, pull the paper bail lever away from the platen. Place paper in front of the paper support table with the left edge of the paper resting against the paper guide. Use the platen knobs to roll the paper into the printer. Align the top edge of the paper with the bottom red line on the cardholder.

If you have an IBM 5218 or 5228 Printwheel Printer, and if you're using a sheet-feed paper handler, check the top tray to be sure that you have enough paper. Make sure the paper is the right size. When you respond to the message to press Start, the printer loads the paper.

If you have an IBM 5218 or 5228 Printwheel Printer without a sheet-feed paper handler, insert the paper vertically, lining up the left edge with the triangle. Press Load at the printer.

**Press Start at the printer.**

The first copy of the document named Meeting prints.

If your document does not begin to print, check your screen to see if the message arrow is flashing. If it is, press MSG and follow the message.

You may receive a message to put on printer element 086. This refers to your printer element or printwheel. The correct element should already be on the printer. Press Start at the printer again.

**Note:** If you get a printer error message, look it up in the *Reference Book*, Prompts and Messages section.

If you are using manual feed, the system beeps after it prints the first copy, and gives you a message to load paper and start the printer. When you follow this message, the second copy prints and a message arrow appears.

If you are using a sheet-feed paper handler, the second copy prints automatically and a message arrow appears.

**Press MSG.**

The message "(Meeting) printed" appears.

**Press MSG again to remove the message.**

You should have printed two copies of the memo.

*To print a document on your own, go on to the Self-Test.*

**SELF-TEST/TEXTPACK E**

For this Self-Test, print one copy of the letter you
typed in Segment 2 of this lesson.
　　Document name: Confirm
　　Diskette name: TRAIN

*Go on to the Feedback.*

### FEEDBACK/TEXTPACK E

If you had any difficulty printing your document, read the appropriate material below. Then print your document again.

### Misaligned Text

If the text printed too far to the left or right on the IBM 5215 Selectric Element Printer, adjust the paper guide.

For IBM 5218 or 5228 Printwheel Printers with sheet-feed paper handlers, readjust the paper so it is flush with the left side of the paper tray.

For IBM 5218 or 5228 Printwheel Printers without sheet-feed paper handlers, align the left edge of the paper with the triangle on the top of the printer.

### Crumpled Paper

If the paper crumpled within a manual-feed IBM 5218 or 5228 Printwheel Printer, you probably pressed Load too many times.

### Need Paper

If you need paper in a sheet-feed paper handler, simply place paper in the top tray.

*If you had trouble with the Self-Test, review the segment and try the Self-Test again.*

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**4**
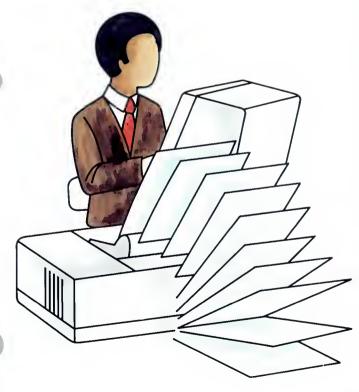
This segment presents the printing procedure for *Textpacks 2, 4, and 6.* Check your program diskette label to determine which Textpack level you have. If you do not have Textpack 2, 4, or 6, go on to the next lesson.

Before you begin this segment, make sure your printer is ready. Check to see that it has a printwheel or printer element, a good ribbon, and paper in the trays of a sheet-feed paper handler or available for manual feed. If you don't know how to set up your printer, stop now and check the appropriate printer guide.

You learned how to type documents on the Displaywriter in earlier segments. You have also learned what you must do before you print a document. Now you are ready to learn how to print documents on the Displaywriter.

Your goal for this segment is to be able to print a document on your Displaywriter.

## MAIN IDEA/TEXTPACKS 2, 4, AND 6

### Printing a Document

To print a document, follow these steps:

1. Press REQST.
2. Choose Print Document.
3. Respond to the prompts to type the document name and the diskette name.
4. Change any items necessary in the Print Document menu by typing the ID letter of the item and the number of your choice.
5. Press ENTER when you have finished with the menu.

**Note:** For Textpacks 4 and 6 you can choose Print Document from the Typing Tasks menu instead of going through Request Tasks.

### Loading Paper

If you have an IBM 5215 Selectric Element Printer, pull the paper bail lever away from the platen. Align the left edge of this paper guide with the bold vertical line on the paper support. Use the platen knobs to roll the paper into the printer. Align the top edge of the paper with the bottom red line on the cardholder.

If you have an IBM 5218 or 5228 Printwheel Printer, and if you are using a sheet-feed paper handler, check the top tray to be sure that you have enough paper. Make sure the paper is the right size. When you respond to the message to press Start, the printer loads the paper.

If you have an IBM 5218 or 5228 Printwheel Printer without a sheet-feed paper handler, line up the left edge of the paper with the triangle on the printer. Press Load at the printer.

**Stopping or Canceling Printing on the Printer**

If you have a problem while you are printing, you can stop a job temporarily or cancel it entirely.

To stop a job temporarily, press Stop at the printer. When you are ready to start printing again, press Start at the printer.

To cancel a job entirely, press Cancel at the printer.

*If you have enough information about printing, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP/TEXTPACKS 2, 4, AND 6**

To print a document, follow these steps:

1. **Press REQST.**
   The Textpack Request Tasks menu appears.

2. **Choose Print Document.**
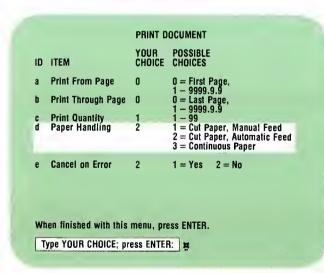
3. **Respond to the prompts to type the document name and the diskette name.**
   The Print Document menu appears. The Print Document Menu lists five items that you can change. You can print a page or group of pages of a document by changing Print From Page or Print Through Page. You can print more than one copy of a document by changing Print Quantity. You can change Paper Handling to indicate how your printer is set up. You can have the printer stop printing if an error is detected by changing Cancel on Error to Yes.

4. **Change any items necessary in the Print Document menu.**
   To change an item:
   a. Type the ID letter of the item you want to change. The prompt "Type YOUR CHOICE; press ENTER" appears.
   b. Look at the column titled POSSIBLE CHOICES on the menu and decide which option you want.

---

**TEXTPACK REQUEST TASKS**

| ID | ITEM |
|----|------|
| a | Print Document |
| b | Display Print Queue or Cancel Print Job |
| c | Change Printing Order |
| d | Display Index of Diskette Contents |
| e | Continue Printing With Element Now on Printer |
| f | Request Printer |
| g | Release Printer |
| h | Start Printer |
| i | Store Saved Keystrokes |
| j | Recall Saved Keystrokes |

Type ID letter to choose ITEM; press ENTER:

---

**PRINT DOCUMENT**

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Print From Page | 0 | 0 = First Page, 1 – 9999.9.9 |
| b | Print Through Page | 0 | 0 = Last Page, 1 – 9999.9.9 |
| c | Print Quantity | 1 | 1 – 99 |
| d | Paper Handling | 2 | 1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper |
| e | Cancel on Error | 2 | 1 = Yes   2 = No |

When finished with this menu, press ENTER.

Type YOUR CHOICE; press ENTER:

Each choice is indicated by a number. In some cases the number indicates a specific option. For example, one option for Paper Handling is 1 = Cut Paper, Manual Feed. In other cases the number indicates a quantity. For example, Print Quantity can be any number from 1 to 99.

c. Type the number that indicates the option you want and press ENTER.

Your choice appears highlighted on the menu. When doing your own work, always be sure that the item for Paper Handling matches the way you are going to feed paper into the printer.

If you are going to feed the paper manually, choose Cut Paper, Manual Feed.

If you are going to use a sheet-feed paper handler, choose Cut Paper, Automatic Feed.

If you are going to use a tractor-feed paper handler, choose Continuous Paper.

**5. Press ENTER when you have finished with the menu.**
A message tells you that your document has been added to the print queue. The print queue is a waiting line of documents to be printed. You will learn more about the print queue later.

**6. Respond to the messages to print the document.**
Press MSG to cancel the message indicating that your document has been added to the print queue. You will then see other messages that may instruct you to take actions such as loading paper and pressing Start at the printer. You may also see messages that inform you about actions that have occurred, such as document printing completed.

**Note:** For Textpacks 4 and 6, it may be more efficient to choose Print Document in the Typing Tasks menu, rather than to use REQST.

⇒ (document name) added to print queue.

⇒ Load cut paper or env. size 215.9x279.4mm (8.5x11) in. Start printer.

⇒ (document name) printed.

TYPING TASKS

ID  ITEM

a  Create Document
b  Revise Document
c  Paginate Document
d  Print Document
e  Display Index of Diskette Contents

f  Go to Task Selection

*To print a document, go on to the Demonstration.*

## DEMONSTRATION/TEXTPACKS 2, 4, AND 6

In this Demonstration you will print two copies of the memo you typed in Segment 2.

Document name: Meeting
Diskette name: TRAIN

**Press REQST and choose Print Document.**

<div align="center">or</div>

**Choose Print Document in the Typing Tasks menu (Textpacks 4 and 6 only).**

**Respond to the prompts to type the document name and the diskette name, if necessary.**

The Print Document menu appears.

**Type the ID letter for Print Quantity and press ENTER.**

**Type 2 and press ENTER.**

This tells the system to print two copies of the document.

**Check to see if the item for Paper Handling matches the way you are going to feed paper into the printer.**

If you are feeding the paper manually, choose Cut Paper, Manual Feed.

If you are using a sheet-feed paper handler, choose Cut Paper, Automatic Feed.

**Change the Paper Handling item, if necessary.**

• Type the ID letter for Paper Handling and press ENTER.

• Type the number that corresponds to the method of paper handling you are using and press ENTER.

**Press ENTER when you are finished with the menu.**

A message tells you that your document has been added to the print queue.

**Press MSG.**

The message that was on your screen disappears, and a message to load paper and start the printer appears.

Be sure you have the correct paper size loaded in the printer. The message tells you which size you must have.

**Load paper.**

If you have an IBM 5215 Selectric Element Printer, pull the paper bail lever away from the platen. Align the left edge of this paper guide with the bold vertical line on the paper support table. Use the platen knobs to roll the paper into the printer. Align the top edge of the paper with the bottom red line on the cardholder.

If you have an IBM 5218 or 5228 Printwheel Printer, and if you are using a sheet-feed paper handler, check the top tray to be sure that you have enough paper. Make sure the paper is the right size. When you respond to the message to press Start, the printer loads the paper.

If you have an IBM 5218 or 5228 Printwheel Printer without a sheet-feed paper handler, line up the left edge of the paper with the triangle on the printer. Press Load at the printer.

**Press Start at the printer.**

The first copy of the document named Meeting prints.

If your document does not begin to print, check your screen to see if the message arrow is flashing. If it is, press MSG and follow the message.

You may receive a message to put on printer element 086. This refers to your printer element or printwheel. The correct element should already be on the printer. Press Start at the printer.

**Note:** If you get a printer error message, look it up in the *Reference Book*, Prompts and Messages section.

If you are using manual feed, the system beeps after it prints the first copy, and gives you a message to load paper and start the printer. When you follow this message, the second copy prints and a message appears.

If you are using a sheet-feed paper handler, the second copy also prints and a message arrow appears.

**Press MSG.**

The message "(Meeting) printed" appears.

**Press MSG again to cancel the message.**

You should have printed two copies of the memo.

*To print a document on your own, go on to the Self-Test.*

### SELF-TEST/TEXTPACKS 2, 4, AND 6

For this Self-Test, print one copy of the letter you
typed in Segment 2 of this lesson.
Document name: Confirm
Diskette name: TRAIN

*Go on to the Feedback.*

**FEEDBACK/TEXTPACKS 2, 4 AND 6**

If you had any difficulty printing your document, read
the appropriate material below. Then print your
document again.

**Misaligned Text**

If the text printed too far to the left or right on the
IBM 5215 Selectric Element Printer, adjust the paper
guide.
  For IBM 5218 or 5228 Printwheel Printers with
sheet-feed paper handlers, readjust the paper so it is
flush with the left side of the paper tray.
  For IBM 5218 or 5228 Printwheel Printers without
sheet-feed paper handlers, align the paper with the left
side against the triangle on the top of the printer.

**Crumpled Paper**

If the paper crumpled within a manual-feed IBM 5218 or 5228 Printwheel Printer, you probably pressed Load too many times.

**Need Paper**

If you need paper in a sheet-feed paper handler, simply place paper in the top tray.
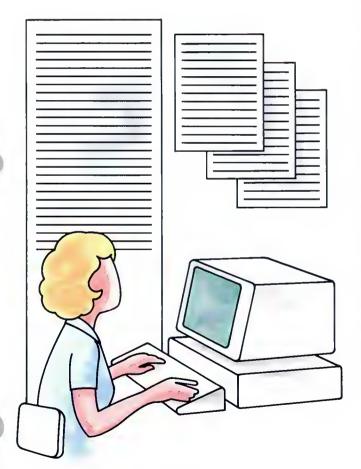
*If you had trouble with the Self-Test, review the segment and the Self-Test again.*

Unit: Starting Your Training

**Lesson 3: Paginating a Document**

**3**

**3**
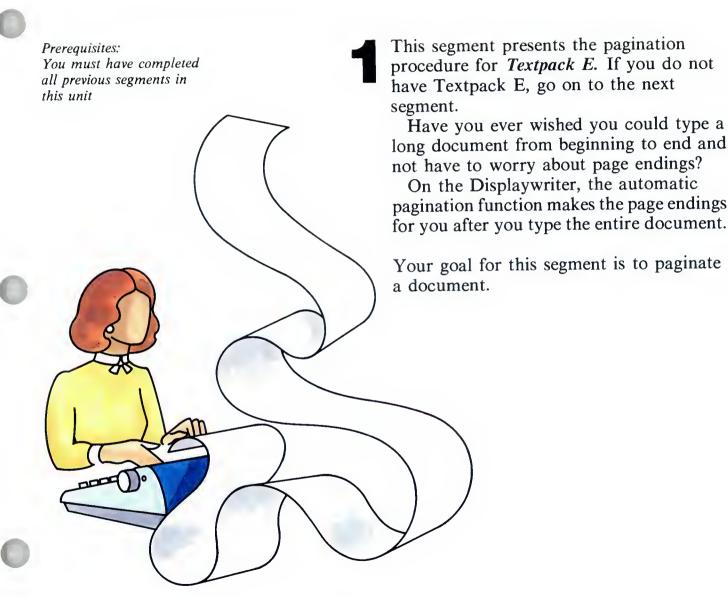
When you create a document on the Displaywriter, you are actually typing one continuous document. Until you paginate it, the document remains an unbroken string of text. Pagination breaks the document into smaller, page-size portions.

In the first two segments of this lesson you will learn to paginate a document. Go to the segment specifically designed for your Textpack. If you have Textpack E, go to Segment 1. If you have Textpack 2, 4, or 6, go to Segment 2.

These segments will explain more about how pagination works, when to use it, and how to use it. You will paginate two documents and print a copy of each.

In Segment 3 you will learn how you can control the page breaks of a document yourself. To do this, you use Page End or Required Page End codes. In this segment you will learn to use these codes and to control page breaks with and without pagination.

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**1** This segment presents the pagination procedure for *Textpack E.* If you do not have Textpack E, go on to the next segment.

Have you ever wished you could type a long document from beginning to end and not have to worry about page endings?

On the Displaywriter, the automatic pagination function makes the page endings for you after you type the entire document.

Your goal for this segment is to paginate a document.

### MAIN IDEA/TEXTPACK E

### What Pagination Does

Pagination divides a continuously typed document into individual pages. The document prints with the correct number of lines per page.

Pagination assigns page numbers but does *not* automatically print the page numbers.

### When to Paginate

Get into the habit of paginating all of your documents, even if they're only one page.

### How to Paginate

To paginate a document:

1. Choose Paginate Tasks in the Task Selection menu.
2. Choose Paginate Document in the Paginate Document Tasks menu.
3. Type the document and diskette names as prompted.
4. Make any changes necessary within the Paginate Document menu.
5. Press ENTER to paginate the document automatically.

*If you have enough information about pagination, go on to the Demonstration. If you'd like more detail, read the Help that follows.*

### HELP/TEXTPACK E

#### What Pagination Does
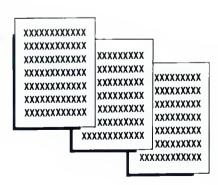
When you create a document, you actually type one continuous document without deciding where each page should end. As you type, you will hear a beep at the last typing line.

```
XXXXXXXXXXXX    Before
XXXXXXXXXXXX    pagination
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
```

This beep is a reminder that you have reached the last typing line. Continue typing. When the entire document is typed, pagination breaks each page at the last typing line. The last typing line is set at 60. You will learn how to change this setting later.

After pagination

While paginating, the Displaywriter assigns a system page number to each page. These page numbers appear on the second status line when you return to the typing area.

When you revise a document you may see a decimal system page number (for example, Pg. 1.1) on the second status line. Pagination renumbers the pages using whole numbers.

System page numbers will *not* automatically print. You will learn to print page numbers later.

**When to Paginate**

Get into the habit of paginating all of your documents when you create the document and whenever you revise the document. There are some instances when you *must* paginate, so paginating all of your documents eliminates the risk of neglecting to paginate when necessary.

Some examples of when you must paginate are:

**When you add or delete portions of text.** This changes the length of some pages, so pagination is necessary to readjust the page endings.

**When you make changes in format.** For example, when you change the paper size or the first or last typing lines, the page endings are affected. Pagination adjusts the page endings according to the new format.

| Pg. 2

Office workers are concerned with the paperwork of a business. Some office workers are responsible for all the office correspondence which results from the normal business activities of the company. If the paper flow is not efficient and well organized, the business firm will not be efficient and well organized.

**When you print.** A system-paginated document has a more polished appearance. If you haven't paginated a document, printing may continue too far down on the sheet of paper.

**How To Paginate**

Before you learn to paginate, let's look at the items in the Paginate Document menu. Following is an explanation of each item in that menu.

**Paginate From Page** identifies the system page number at which pagination is to begin. Pagination begins with this number and continues to the end of the document. The choices range from the first to the last page of the document you are currently paginating, for example, from page 1 through page 5, as shown in the menu here.

PAGINATE DOCUMENT

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Paginate From Page | 1 | 1-5 |
| b | Paginate on Exact Line Count | 2 | 1 = Yes    2 = No |
| c | Adjust Line Endings | 1 | 1 = Yes    2 = No |
| d | Adjust Page Endings | 1 | 1 = Yes    2 = No |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

**Paginate on Exact Line Count** determines whether the system avoids widow lines. Widow lines occur when a single line is separated from the rest of the paragraph because of the end of a page. A choice of Yes tells the system to insert a page ending when it reaches the last typing line, even if it causes a widow line. A choice of No tells the system to avoid widow lines.

```
                      PAGINATE DOCUMENT
                                    YOUR      POSSIBLE
    IO  ITEM                        CHOICE    CHOICES

    a   Paginate From Page            1        1-5

    b   Paginate on Exact Line Count  2        1 = Yes   2 = No

    c   Adjust Line Endings           1        1 = Yes   2 = No

    d   Adjust Page Endings           1        1 = Yes   2 = No




    When finished with this menu, press ENTER.

    Type IO letter to choose ITEM; press ENTER:  ¤
```

**Adjust Line Endings** indicates whether the system rearranges the line endings during pagination. If you choose Yes, pagination automatically adjusts line endings; if you choose No, it doesn't. Choose No for a document where lines must end exactly as you typed them.

```
                      PAGINATE DOCUMENT
                                    YOUR      POSSIBLE
    IO  ITEM                        CHOICE    CHOICES

    a   Paginate From Page            1        1-5

    b   Paginate on Exact Line Count  2        1 = Yes   2 = No

    c   Adjust Line Endings           1        1 = Yes   2 = No

    d   Adjust Page Endings           1        1 = Yes   2 = No




    When finished with this menu, press ENTER.

    Type IO letter to choose ITEM; press ENTER:  ¤
```

*Starting Your Training*

**Adjust Page Endings** indicates whether the system will rearrange page endings during pagination to fit text within a defined page length.

```
                       PAGINATE DOCUMENT
                                   YOUR    POSSIBLE
   ID  ITEM                        CHOICE  CHOICES

   a   Paginate From Page          1       1 - 5

   b   Paginate on Exact Line Count 2      1 = Yes   2 = No

   c   Adjust Line Endings         1       1 = Yes   2 = No

   d   Adjust Page Endings         1       1 = Yes   2 = No




   When finished with this menu, press ENTER.

   Type ID letter to choose ITEM; press ENTER: ¤
```

To paginate a document:

1. **Choose Paginate Tasks in the Task Selection menu.**

```
                   TASK SELECTION

   ID   ITEM
   a    Typing Tasks:
            Create or Revise Documents
   b    Work Diskette Tasks:
            Delete or Duplicate Documents,
            Duplicate, Condense or
            Erase/Initialize (Name) Diskette, Change
            Document or Diskette Name, Recover Documents
   c    Program Diskette Tasks:
            Default Formats, Duplicate Setups,
            Printer and Work Station Description,
            Duplicate and Erase Program Diskette
   d    Paginate Tasks
   e    Print Tasks



   Type ID letter to choose ITEM; press ENTER: ¤
```

2. Choose Paginate Document in the Paginate
   Document Tasks menu.

3. Type the document and diskette names as prompted.

```
                    PAGINATE DOCUMENT TASK

IO   ITEM
a    Paginate Document
b    Go to Task Selection













Type IO letter to choose ITEM; press ENTER:  ▨
```

4. **Make any changes necessary in the Paginate**
   **Document menu.**
   The item you will change most often is Paginate
   From Page. If you have revised only the last half
   of a long document, you need to repaginate only
   the last half. Set the page number for the page where
   the revisions begin.

```
                    PAGINATE DOCUMENT
                                  YOUR     POSSIBLE
ID   ITEM                         CHOICE   CHOICES

a    Paginate From Page           1        1 - 5

b    Paginate on Exact Line Count 2        1 = Yes   2 = No

c    Adjust Line Endings          1        1 = Yes   2 = No

d    Adjust Page Endings          1        1 = Yes   2 = No




When finished with this menu, press ENTER.

Type IO letter to choose ITEM; press ENTER:  ▨
```
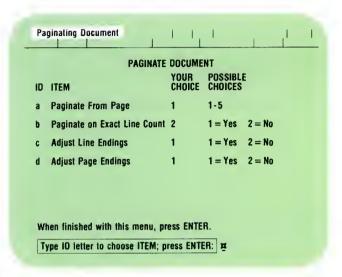
**5. Press ENTER to paginate the document.**
A clicking sound means that the system is paginating.
The words *Paginating Document* appear on the first status line.

```
Paginating Document      |  |  |        |  |
 |        |              |        |     |  |

            PAGINATE DOCUMENT
                            YOUR    POSSIBLE
ID  ITEM                    CHOICE  CHOICES

a   Paginate From Page        1     1-5

b   Paginate on Exact Line Count 2  1 = Yes   2 = No

c   Adjust Line Endings       1     1 = Yes   2 = No

d   Adjust Page Endings       1     1 = Yes   2 = No



When finished with this menu, press ENTER.
Type IO letter to choose ITEM; press ENTER: ¤
```

A message appears when the document is paginated.
The Paginate Document Tasks menu returns to the screen.

**⇒ (document name) paginated.**

*To paginate a document, go on to the Demonstration.*

## DEMONSTRATION/TEXTPACK E

In this Demonstration you will paginate and print the document:

Document name: Article I
Diskette name: TRAIN

This document has already been created and stored for you.

If you were to print this document without paginating, it would print too far down on a 215.9 x 355.6 mm (8½ x 11 in.) page. The remaining text would print on the next page. After pagination, the text will end at line 60 on the first page, leaving a one-inch bottom margin.

_Paginating the Document_

**Go to the Task Selection menu.**

**Choose Paginate Tasks.**

The clicking sound indicates that the system is loading the task.

**Choose Paginate Document.**

**Follow the prompts to enter document and diskette names.**

**Look at the Paginate Document menu for a moment.**

Notice the choices for Paginate From Page. It reads 1-1 because there is only one system page number for this document.

The system's standard settings are correct for pagination of this document, but get into the habit of pausing here. There may be instances where you must change a setting.

**Press ENTER to begin pagination.**

The words *Paginating Document* appear on the first status line.

A message indicates when pagination is complete.

*Printing the Document*

**Go to the Task Selection menu.**

**Choose Print Tasks in the Task Selection menu.**

**Choose Print Document in the Print Tasks menu.**

**Follow the prompts to enter document and diskette names.**

The Print Document menu appears.

There will be no changes to the Print Document menu.

**Press ENTER to add the document to the print queue.**

**Follow the messages to load paper and start the printer.**

Compare your printed copy with the copy shown.



*To paginate a document on your own, go on to the Self-Test.*

## SELF-TEST/TEXTPACK E

For this Self-Test you will paginate and print the
following stored document:
  Document name: Medical Plan
  Diskette name: TRAIN
  None of the menus require Your Choice changes.
  Compare your document with the one illustrated
on the following page.

## FEEDBACK/TEXTPACK E

If your document is different from the one shown,
review the segment and try the Self-Test again.

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**2** This segment presents the pagination procedure for *Textpacks 2, 4, and 6.* If you do not have Textpack 2, 4, or 6, go on to the next segment.

Have you ever wished you could type a long document from beginning to end and not have to worry about page endings?

On the Displaywriter, the pagination function makes the page endings for you after you type the entire document.

Your goal for this segment is to paginate a document.

### MAIN IDEA/TEXTPACKS 2, 4, AND 6

#### What Pagination Does

Pagination divides a continuously typed document into individual pages. The document prints with the correct number of lines per page.

Pagination assigns page numbers but does *not* automatically print the page numbers.

#### When to Paginate

Get into the habit of paginating all of your documents, even if they're only one page.

#### How to Paginate

To paginate a document:

1. Choose Paginate Document in the Typing Tasks menu.
2. Type the document and diskette names as prompted.
3. Make any changes necessary within the Paginate Document menu.
4. Press ENTER to paginate the document.

*If you have enough information about paginating a document, go on to the Demonstration. If you'd like more detail, read the Help that follows.*

## HELP/TEXTPACKS 2, 4, AND 6

### What Pagination Does
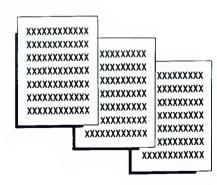
When you create a document, you type one continuous document without deciding where each page should end. As you type, you will hear a beep.

```
XXXXXXXXXXX     Before
XXXXXXXXXXX     pagination
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXX
```

This beep is a reminder that you have reached the last typing line of a page. Continue typing. When the entire document is typed, pagination breaks the document at the last typing line for each page. The last line is set at 60. You will learn how to change this setting later.

```
After
pagination
          XXXXXXXXXXX
          XXXXXXXXXXX
          XXXXXXXXXXX  XXXXXXXX
          XXXXXXXXXXX  XXXXXXXX
          XXXXXXXXXXX  XXXXXXXX  XXXXXXXX
          XXXXXXXXXXX  XXXXXXXX  XXXXXXXX
          XXXXXXXXXXX  XXXXXXXX  XXXXXXXX
                       XXXXXXXX  XXXXXXXX
                XXXXXXXXXXX      XXXXXXXX
                                 XXXXXXXX
                                 XXXXXXXX
                                 XXXXXXXX
                            XXXXXXXXXXX
```

While paginating, the Displaywriter assigns a system page number to each page. These page numbers appear on the second status line during pagination and when you return to the typing area.

When you revise a document you may see a decimal system page number (for example, Pg. 1.1) on the second status line. Pagination renumbers the pages using whole numbers. These page numbers will *not* automatically print.

**When to Paginate**
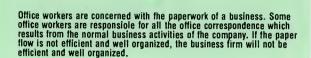
Get into the habit of paginating all your documents when you create the document and whenever you revise the document. There are some instances when you *must* paginate, so paginating all of your documents eliminates the risk of neglecting to paginate when necessary.

Some examples of when you must paginate are:

**When you add or delete portions of text.** This changes the length of some pages, so pagination is necessary to readjust the page endings.

**When you make changes in format.** For example, when you change the paper size or the first or last typing lines, the page endings are affected. Pagination adjusts the page endings according to the new format.

| Pg. 2

Office workers are concerned with the paperwork of a business. Some office workers are responsiole for all the office correspondence which results from the normal business activities of the company. If the paper flow is not efficient and well organized, the business firm will not be efficient and well organized.

**When you print.** A system-paginated document has a more polished appearance. If you haven't paginated a document, printing may continue too far down on the sheet of paper.

**How To Paginate**

Before you learn how to paginate, let's look at the items in the Paginate Document menu. Following is an explanation of each item in that menu.

**Paginate From Page** identifies the system page number at which pagination is to begin. Pagination begins with this number and continues to the end of the document. The choices range from the first to the last page of the document you are currently paginating. For example, from page 1 through page 5, as shown in the menu here.

**Paginate on Exact Line Count** determines whether the system avoids widow lines. Widow lines occur when a single line is separated from the rest of the paragraph because of the end of a page. A choice of Yes tells the system to insert a page ending when it reaches the last typing line, even if it causes a widow line. A choice of No tells the system to avoid widow lines.

**PAGINATE DOCUMENT**

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Paginate From Page | 1 | 1 - 5 |
| b | Paginate on Exact Line Count | 2 | 1 = Yes   2 = No |
| c | Adjust Line Endings | 1 | 1 = Yes   2 = No |
| d | Adjust Page Endings | 1 | 1 = Yes   2 = No |
| e | Print Paginated Pages | 1 | 1 = Yes   2 = No |
| f | Paper Handling | 1 | 1 = Cut Paper, Manual Feed<br>2 = Cut Paper, Automatic Feed<br>3 = Continuous Paper |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

**Adjust Line Endings** indicates whether the system rearranges the line endings during pagination. If you choose Yes, pagination automatically adjusts line endings; if you choose No, it doesn't. Choose No for a document where lines must end exactly as you typed them.

**Adjust Page Endings** indicates whether the system rearranges page endings during pagination to fit text within a defined page length.

**Print Paginated Pages** is available only on Textpack 6. When this item is set at the system setting of Yes, the paginated document is automatically placed in the print queue and printed. There may be times when you don't want a document printed. In these cases, change the setting to No.

**Paper Handling** is available only on Textpack 6. You may have to adjust this setting to match your paper handling device.

PAGINATE DOCUMENT

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Paginate From Page | 1 | 1-5 |
| b | Paginate on Exact Line Count | 2 | 1 = Yes   2 = No |
| c | Adjust Line Endings | 1 | 1 = Yes   2 = No |
| d | Adjust Page Endings | 1 | 1 = Yes   2 = No |
| e | Print Paginated Pages | 1 | 1 = Yes   2 = No |
| f | Paper Handling | 1 | 1 = Cut Paper, Manual Feed<br>2 = Cut Paper, Automatic Feed<br>3 = Continuous Paper |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ▯

To paginate a document:

1. **Choose Paginate Document in the Typing Tasks menu.**



TYPING TASKS

ID  ITEM

a   Create Document
b   Revise Document
c   Paginate Document
d   Print Document
e   Display Index of Diskette Contents

f   Go to Task Selection

Type ID letter to choose ITEM; press ENTER:

2. **Type the document and diskette names as prompted.** The Paginate Document menu appears.



Type document name; press ENTER

3. **Make any changes necessary in the Paginate Document menu.**
   Your menu may be a little different from the Textpack 6 menu on the right.
   The items you will change most often are:

   • Paginate From Page
   • Print Paginated Pages (Textpack 6 only)
   • Paper Handling (Textpack 6 only)

```
                      PAGINATE DOCUMENT
                                    YOUR    POSSIBLE
     ID   ITEM                      CHOICE  CHOICES

     a    Paginate From Page          1     1-5

     b    Paginate on Exact Line Count 2    1 = Yes   2 = No

     c    Adjust Line Endings          1    1 = Yes   2 = No

     d    Adjust Page Endings          1    1 = Yes   2 = No

     e    Print Paginated Pages        1    1 = Yes   2 = No

     f    Paper Handling               1    1 = Cut Paper, Manual Feed
                                            2 = Cut Paper, Automatic Feed
                                            3 = Continuous Paper


     When finished with this menu, press ENTER.

     Type ID letter to choose ITEM; press ENTER:  ☒
```

**4. Press ENTER to paginate the document.**
A clicking sound means the system is paginating.
The words *Paginating Document* appear on the first
status line. As the system paginates through a
multipage document, the page number on the
second status line changes.
You will see a message when the document is
paginated. The system then returns to the Typing
Tasks menu so you can begin another task.

```
Paginating Document |         |Pg.1 |   |    |        |   |  |

                        PAGINATE DOCUMENT
                                   YOUR    POSSIBLE
          ID   ITEM                CHOICE  CHOICES

          a    Paginate From Page        1       1-5

          b    Paginate on Exact Line Count  2    1 = Yes   2 = No

          c    Adjust Line Endings       1       1 = Yes   2 = No

          d    Adjust Page Endings       1       1 = Yes   2 = No

          e    Print Paginated Pages     1       1 = Yes   2 = No

          t    Paper Handling            1       1 = Cut Paper, Manual Feed
                                                 2 = Cut Paper, Automatic Feed
                                                 3 = Continuous Paper

          When finished with this menu, press ENTER.

          Type ID letter to choose ITEM; press ENTER:  ¤
```

*To paginate a document, go on to the Demonstration.*

## DEMONSTRATION/TEXTPACKS 2, 4, AND 6

In this Demonstration you will paginate and print the following document:

Document name: Article I
Diskette name: TRAIN

This document has already been created and stored on diskette for you.

If you were to print this document without paginating, it would print too far down on a 215.9 x 355.6 mm (8½ x 11 in.) page. The remaining text would print on the next page. After pagination, the text will end at line 60 on the first page, leaving a one-inch bottom margin.

CREDIT CARD PROGRAM

Article 1

Highview National Bank agrees to promote the Credit Card program, and to obtain new cardholders from among its customers; provided that all direct contractual relationships regarding the ownership and use of credit cards shall be with Bayfield National Bank. Highview National Bank shall supply upon request by Bayfield National Bank with each application any credit information or experience it has with the applicant. All applicants must be approved by Bayfield National Bank, applying its usual credit requirements, before cards will be issued.

However, any applicant who fails to meet credit requirements, because of lack of information or otherwise, may be "executive-sponsored" by Highview National Bank, which means that Highview National Bank will guarantee payment of any loss incurred by Bayfield National Bank arising out of use of such card, and Bayfield National Bank will issue cards on any account so sponsored by Highview National Bank. No duplicate accounts will be opened if a cardholder proposed by Highview National Bank is already a cardholder, unless and until any existing account is paid in full.

Credit cards will be issued by Bayfield National Bank to approved applications, and Bayfield National Bank will be shown as the issuer and owner of such cards. In addition Highview National Bank's name and service mark may be printed on the reverse side of the cards at a cost of $30.00 per thousand, to be paid by Highview National Bank. Except as herein stated with respect to indemnification of "executive-sponsored" accounts, all cardholders' accounts will remain the property of Bayfield National Bank.

Highview National Bank hereby agrees to promote, indemnify and protect Bayfield National Bank against and to hold Bayfield National Bank harmless from any liability, claim, demand, cause of action, or expense, whether or not valid, which may be asserted arising out of any action or default of Highview National Bank, or any merchant with which Highview National Bank has contracted, in connection with the Credit Card Program.

*Paginating the Document*

**Choose Paginate Document in the Typing Tasks menu.**

**Follow the prompts to enter the document and diskette names.**

**Look at the Paginate Document menu for a moment.**

Notice the choice for Paginate From Page. It reads 1-1 because there is only one system page number for this document.

If you have Textpack 6 check to be sure the choice for Paper Handling is correct. Other Textpack levels do not require you to make changes to this menu.

**Press ENTER to begin pagination.**

The words *Paginating Document* appear on the first status line. Also, the system page numbers appear on the second status line as each page is paginated.

*Printing the Document (Textpacks 2 and 4 Only)*

A message indicates when pagination is complete.

You will return to the Typing Tasks menu.

**Press REQST and select Print Document.**

<p style="text-align:center">**or**</p>

**If you have Textpack 4, choose Print Document in the Typing Tasks menu.**

**Follow the prompts to enter the document and diskette names.**

The Print Document menu appears. Check to be sure the choice for Paper Handling is correct.

**Press ENTER to add the document to the print queue.**

**Follow the messages to load paper and start the printer.**

Compare your printed copy with the copy shown.

*Printing the Document (Textpack 6 Only)*

You hear the printer activate. It's getting ready to print your paginated pages. The message "Page Printing. Please wait" appears on the screen and the message symbol begins to blink.

**Press MSG to continue.**

**Follow the prompts and messages until your document is printed.**

Compare your printed copy with the copy shown.

*To paginate a document on your own, go on to the Self-Test.*

### SELF-TEST/TEXTPACKS 2, 4, AND 6

For this Self-Test you will paginate and print the
following document:

    Document name:  Medical Plan

    Diskette name:  TRAIN

    There are no changes in settings for any menus
except to check to be sure the Paper Handling choice
is correct if you are using Textpack 6.

    Compare your document with the one shown on
the following page.

*Turn to the Feedback to see how you did.*

## FEEDBACK/TEXTPACKS 2, 4, AND 6

If the message "Page printing. Please wait" held you up, just go on to the next message. It instructs you to load paper and start the printer.

### *Textpack 6 Only*

If the document didn't print automatically after pagination, you probably changed Print Paginated Pages to No in the Paginate Document menu.

If your document is different from the one shown, review the segment and try the Self-Test again.

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**3** In the previous segment you saw how the system automatically places the page breaks within a document. At times, though, you may want to have more control of your page breaks. To do this, use the Page End and Required Page End functions.

Your goal for this segment is to be able to use the Page End and Required Page End functions.



PAGE BREAK HERE... AND HERE... HERE...

**MAIN IDEA**

The Page End and Required Page End functions can be used to control page breaks on the screen and when a document prints.

*Press PAGE END To:*

- Enter a Page End code to end one page on the screen and begin a new page on the screen.
- Break a document into pages without using the Paginate Document function.

**Note:** Page End codes may be rearranged when you use the Paginate Document function.

*Press REQD PAGE END To:*

- Enter a Required Page End code to tell the system where to end the page during pagination. Required Page End codes do not begin a new page on the screen.
- Begin a new page during pagination.

**Note:** Required Page End codes will not affect a document until after the Paginate Document function.

*Press REQD PAGE END and PAGE END To:*

- Enter both a Required Page End code and a Page End code to tell the system where to end the page during pagination and begin a new page on the screen.

- Begin a new page during printing *with or without* using the Paginate Document function.

*If you have enough information about Page End and Required Page End, go on to the Demonstration. If you'd like more detail, read the Help that follows.*

**HELP**

**Page End**
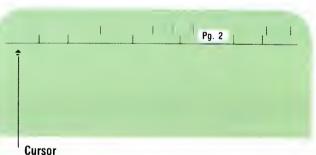
The Page End function is used to place temporary page breaks in a document. It allows you to begin typing a new page at the top of the screen.

*Press PAGE END:*

- **To enter a Page End code to end one page on the screen and begin a new page on the screen.**
  A Page End code clears the screen, and a new page with the next system page number appears.

Page End code

Pg. 2

Cursor

- **To break a document into pages without using the Paginate Document function.**
  The Paginate Document function rearranges all Page End codes and breaks each page at the last typing line, regardless of where the Page End codes are.

**Required Page End**

The Required Page End function is used to place permanent page breaks in a document you will paginate. This allows you to begin a table or a new chapter on a new page.

*Press REQD PAGE END (CODE + REQD PAGE END):*

- **To enter a Required Page End code to tell the system where to end the page during pagination. Required Page End codes do not begin a new page on the screen.**
  A Required Page End code always causes a page break during pagination, but only moves you down one line on the screen.

- **To begin a new page during pagination.**
  During pagination the system breaks pages at the last typing line or at a Required Page End code, whichever occurs first.
  You must first use the Paginate Document function for the system to recognize Required Page End codes during printing.

Required Page End code

**Required Page End Combined with Page End**

The Required Page End function is used with the Page End function to indicate a permanent page break in the document and, at the same time, to begin a new page at the top of the screen. This is very useful when you begin a table on a new page and you want to lay out the table on a full screen. Page breaks created with a combination of Page End and Required Page End codes will be in force with or without pagination.

*Press REQD PAGE END (CODE + REQD PAGE END) and PAGE END:*

- **To enter both a Required Page End code and a Page End code to tell the system where to end the page during pagination and begin a new page on the screen.**
 The Required Page End code causes a page break during pagination, but only moves you down one line on the screen. Then the Page End code clears the screen. A new page appears.

- **To begin a new page during printing *with or without* using the Paginate Document function.**
 Pagination rearranges the Page End codes but breaks the page at the Required Page End codes.

*To use Page End and Required Page End functions, go on to the Demonstration.*

## DEMONSTRATION

In this Demonstration you will create a document named Profit and see how Page End codes and Required Page End codes affect the document. While this document is probably not a realistic application of these codes, it will give you practice in using Page End and Required Page End codes without requiring you to type full pages of text.

As you type the document, don't worry about errors that you cannot correct by backspacing. Just continue to type. The purpose of this Demonstration is to show you how Page End and Required Page End codes work, not to see how well you type.

**Create the following document:**

Document name: Profit
Diskette name: TRAIN

**Go to the typing area.**

**Type the heading, the first paragraph, and two carrier returns as shown.**

**Press REQD PAGE END.**

Remember to press CODE + REQD PAGE END.

This advances you one line on the screen but does not clear the screen.

**Press PAGE END.**

Your screen clears so you can start a new page. Notice the second status line says *Pg. 2*.

```
                              PROFIT SHARING PLAN

            What Is The Plan?
                 The Profit Sharing Plan and Trust was established by Precision
            Steel Corporation's Board of Directors to allow employees to share in
            the Company's growth.  Each year in which Precision Steel earns
            sufficient profits, a share of these profits is contributed to the Trust
            established under the Plan.  This money is then invested under the
            direction of the Advisory Committee. RET
```

Press REQD PAGE END

Press PAGE END

Type the second paragraph and two carrier returns
as shown.

## Press REQD PAGE END.

This advances you one line on the screen but does
not clear the screen.

Press REQD
PAGE END

```
When Am I Eligible?
     After you have completed 24 months of full-time service with the
Company, you become eligible to participate in the Plan the following
April 30.  Full-time service means working more than 20 hours per week
and more than five months in a fiscal year. RET
RET
ₓ
```

**Type the third paragraph and two carrier returns.**

**Press PAGE END.**

The screen clears and you start another page.

Who Contributes To The Plan?
    Your contribution to the Plan is your effort on the job.  As
profits increase, so does your share in them.  Unless the Board of
Directors decides otherwise, Precision Steel contributes according to a
prescribed formula described in detail in the Plan. RET
RET

**Press
PAGE END**
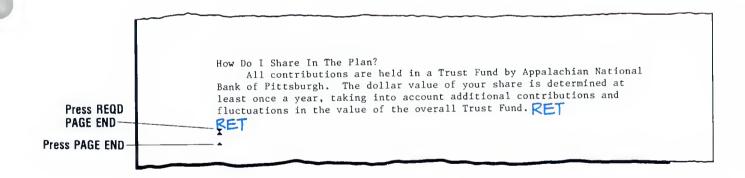
**Type the fourth paragraph and two carrier returns.**

**Press REQD PAGE END.**

You again advance one line down the screen.

**Press PAGE END.**

The screen clears and you are at the beginning of a
new page.

How Do I Share In The Plan?
    All contributions are held in a Trust Fund by Appalachian National
Bank of Pittsburgh.  The dollar value of your share is determined at
least once a year, taking into account additional contributions and
fluctuations in the value of the overall Trust Fund. RET

Press REQD
PAGE END ——— RET

Press PAGE END ———

**Type the fifth paragraph and two carrier returns.**

**Press PAGE END.**

This brings you to the top of the next page.

```
What About Forfeitures?
     The Plan provides that an employee's entire interest in the Plan
may be forfeited completely if the Committee determines that termination
was due to dishonesty. RET
RET
```

Press PAGE END ————▲

Type the sixth paragraph and two carrier returns.

Press **END** to end the document.
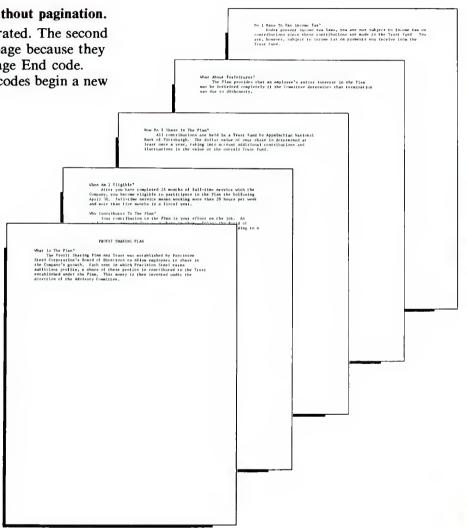
```
        Do I Have To Pay Income Tax?
            Under present income tax laws, you are not subject to income tax on
        contributions since these contributions are made to the Trust Fund.  You
        are, however, subject to income tax on payments you receive from the
        Trust Fund. RET
    RET
```

**Print the document named Profit without pagination.**
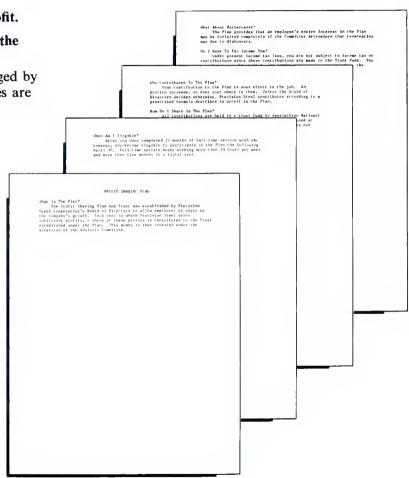
You should have five pages as illustrated. The second and third paragraphs print on one page because they are only separated by a Required Page End code. Without pagination, only Page End codes begin a new page during printing.

Do I Have To Pay Income Tax?
    Under present income tax laws, you are not subject to income tax on contributions since these contributions are made to the Trust Fund. You are, however, subject to income tax on payments you receive from the Trust Fund.

What About Forfeitures?
    The Plan provides that an employee's entire interest in the Plan may be forfeited completely if the Committee determines that termination was due to dishonesty.

How Do I Share In The Plan?
    All contributions are held in a Trust Fund by Appalachian National Bank of Pittsburgh. The dollar value of your share is determined at least once a year, taking into account additional contributions and fluctuations in the value of the overall Trust Fund.

When Am I Eligible?
    After you have completed 24 months of full-time service with the Company, you become eligible to participate in the Plan the following April 30. Full-time service means working more than 20 hours per week and more than five months in a fiscal year.

Who Contributes To The Plan?
    Your contribution to the Plan is your effort on the job. An ...

PROFIT SHARING PLAN

What Is The Plan?
    The Profit Sharing Plan and Trust was established by Precision Steel Corporation's Board of Directors to allow employees to share in the Company's growth. Each year in which Precision Steel earns sufficient profits, a share of these profits is contributed to the Trust established under the Plan. This money is then invested under the direction of the Advisory Committee.

**Paginate and print the document named Profit.**

**Compare the second printed document with the document shown.**

Notice that the Page End codes are rearranged by pagination, but the Required Page End codes are maintained.



*To try using the Page End and Required Page End functions on your own, go on to the Self-Test.*

**SELF-TEST**

In this Self-Test you will create the document named Department Reports and insert Page End and Required Page End codes. You will then print the document, paginate it, and print it again.
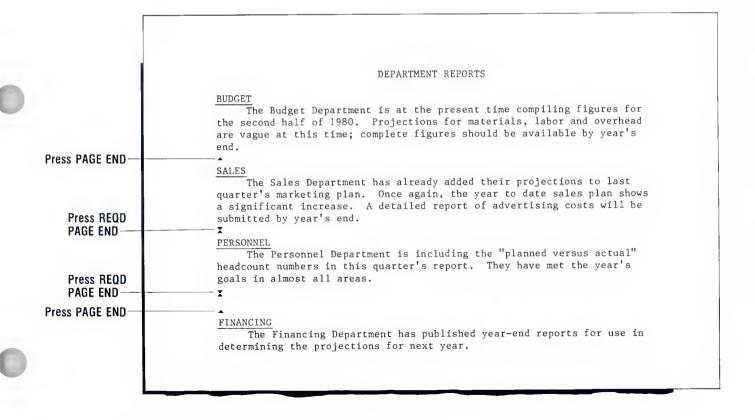
Again, don't worry about typographical errors. If you cannot backspace over an error, just continue typing.

- Create the following document:
  Document name: Department Reports
  Diskette name: TRAIN
- Type the document as shown, adding Page End and
  Required Page End codes where indicated.
- Print the document without paginating.
- Paginate and print the document.

```
                              DEPARTMENT REPORTS

                   BUDGET
                        The Budget Department is at the present time compiling figures for
                   the second half of 1980.  Projections for materials, labor and overhead
                   are vague at this time; complete figures should be available by year's
                   end.
Press PAGE END ─────────── ▲
                   SALES
                        The Sales Department has already added their projections to last
                   quarter's marketing plan.  Once again, the year to date sales plan shows
                   a significant increase.  A detailed report of advertising costs will be
Press REQD         submitted by year's end.
PAGE END ───────────── ✗
                   PERSONNEL
                        The Personnel Department is including the "planned versus actual"
                   headcount numbers in this quarter's report.  They have met the year's
Press REQD         goals in almost all areas.
PAGE END ───────────── ✗
Press PAGE END ─────────── ▲
                   FINANCING
                        The Financing Department has published year-end reports for use in
                   determining the projections for next year.
```

## FEEDBACK

The document you printed without pagination should have three pages as illustrated. Paragraphs 2 and 3 print on one page because they are only separated by a Required Page End code.

FINANCING
        The Financing Department has published year-end reports for use in determining the projections for next year.

SALES
        The Sales Department has already added their projections to last quarter's marketing plan.  Once again, the year to date sales plan shows a significant increase.  A detailed report of advertising costs will be submitted by year's end.

actual"
year's

DEPARTMENT REPORTS

BUDGET
        The Budget Department is at the present time compiling figures for the second half of 1980.  Projections for materials, labor and overhead are vague at this time; complete figures should he available by year's end.

After pagination your document should look like the document shown below. If not, ask yourself these questions:

FINANCING
    The Financing Department has published year-end reports for use in determining the projections for next year.

PERSONNEL
    The Personnel Department is including the "planned versus actual" headcount numbers in this quarter's report. They have met the year's goals in almost all areas.

DEPARTMENT REPORTS

BUDGET
    The Budget Department is at the present time compiling figures for the second half of 1980. Projections for materials, labor and overhead are vague at this time; complete figures should be available by year's end.

SALES
    The Sales Department has already added their projections to last quarter's marketing plan. Once again, the year to date sales plan shows a significant increase. A detailed report of advertising costs will be submitted by year's end.

☐ Did you press PAGE END after the last paragraph rather than pressing END?

☐ Did you insert a Page End code where you needed a Required Page End code? You might not have held down the CODE key while you pressed REQD PAGE END.

*If you had trouble, review the segment and try the Self-Test again.*

Unit: Starting Your Training

**Lesson 4: Revising a Document**

**4**

**4** Retyping documents because of author changes or typing mistakes can be time-consuming. With the Displaywriter System, you won't waste time retyping. As you will see, the system functions can make revising documents a quick and easy task. In this lesson you will learn how to use some of these functions.

In Segment 1 you will learn how to move the cursor through the screen text using the cursor movement keys and the Go To function.

In Segment 2 you will learn how to delete characters and codes using the Delete function.

In Segment 3 you will learn how to add and change text and codes.

WE'VE GOT A FEW REVISIONS

In Segment 4 you will learn how to locate text and codes using the Find function.

In Segment 5 you will learn how to use SCREEN FORMAT to view codes. You will also learn how to use the Move function to move blocks of text from one place in a document to another. Finally, you will use all the skills you have learned in this lesson to revise a multipage document.

**1** When you revise a document, you may want to see only the pages that you will correct.

Once a document has been paginated, you can use either of two methods to get to a particular page. You can use the cursor movement keys to move through the document until you get to the page you want to see. Or you can use GO TO to go directly to the page. In this segment you will learn how to use both methods.

Your goal for this segment is to be able to move through the pages of a paginated document using the cursor movement keys and GO TO.

**MAIN IDEA**

To access or revise a document:

1. Choose Revise Document in the Typing Tasks menu.
2. Follow the prompts to specify document name and diskette name.
3. Go to the typing area.

**Using the Cursor Movement Keys**

- To move to the right or left one character at a time, press → or ← .
- To move up or down one line at a time, press ↑ or ↓ .
- To move directly to the beginning or end of a line, press CODE + ⬅ or CODE + ➡ .
- To move directly to the beginning or end of a page, press CODE + ⬉ or CODE + ⬋ .

**Using GO TO**

To move to the next page:

1. Press GO TO.
2. Press ENTER.

To move to a different page:

1. Press GO TO.
2. Type the page number.
3. Press ENTER.

*If you have enough information, go on to the Demonstration. If you'd like more detail, read the Help that follows.*

**HELP**

To access or revise a document:

1. **Choose Revise Document in the Typing Tasks menu.**
2. **Follow the prompts to specify document name and diskette name.**
   - You must type the document name *exactly* as you typed it when you created it, including uppercase and lowercase characters.
   - The system may prompt you with the correct document and diskette names.
   - The system may prompt you with document and diskette names other than the ones you are revising. Cancel them and type the correct names.
3. **Go to the typing area.**
   Press ENTER enough times to go to the typing area.
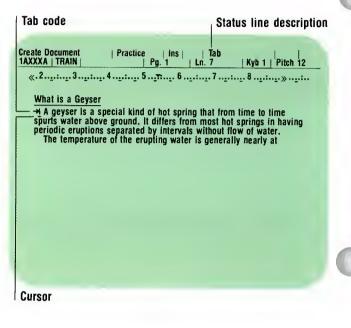
**Using the Cursor Movement Keys**

Use the cursor movement keys to move the cursor *without* disturbing the text.

If you try to move the cursor by using the space bar, TAB, BKSP, or RETURN, you *will* move the text. The cursor movement keys are located in the group of keys at the lower right of the keyboard.

The screen text contains codes that tell the system how the text is formatted. You may have typed the codes, or the system may have inserted them. You may want to locate these codes when you are revising. Normally the codes do not appear on the screen. But when the cursor is under a code, the code shows and a description of the code appears on the first status line. All code symbols are illustrated in the *Reference Book*, Charts section, Graphic Codes table.

**Tab code**                  **Status line description**

| Create Document | | Practice | | Ins | | | Tab | | |
| 1AXXXA | TRAIN | | | Pg. 1 | | Ln. 7 | | Kyb 1 | Pitch 12 |

《.2...:...3...:...4...:...5...:...6...:...7...:...8...:...》...:..

**What is a Geyser**

→ A geyser is a special kind of hot spring that from time to time spurts water above ground. It differs from most hot springs in having periodic eruptions separated by intervals without flow of water.
The temperature of the erupting water is generally nearly at

**Cursor**
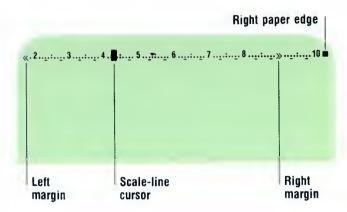
To move to the right or left one character at a time, press → or ← . The scale-line cursor shows where the cursor is on the typing line. If you press → or ← continuously, the cursor moves until you release the key or reach the left margin.

A line of text may be longer than the screen. If this is the case, when you move the cursor past the last character on the screen, the text shifts to the left so you can see more of the line.
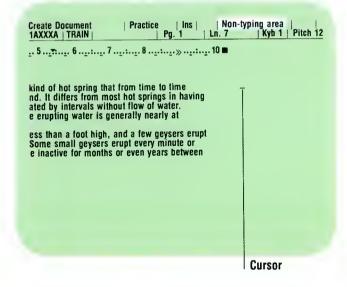
If you press → when the cursor is at the end of a line, the cursor moves into the non-typing area. The words *Non-Typing Area* appear on the first status line to remind you that you *cannot* type in this area.

If you are using Textpack E or 2, you must move the cursor back to the last character or code on the line before you can type.

If you are using Textpack 4 or 6, the cursor automatically moves back into the typing area when you try to type in the non-typing area.

Right paper edge

«.2...:.... 3 ...:.... 4 .█.:.... 5 ...:.... 6 ...:.... 7 ...:.... 8 ...:.... » ...:.... 10 ■

Left margin　　Scale-line cursor　　Right margin

**THE NON-TYPING AREA**

Create Document | Practice | Ins | Non-typing area |
1AXXXA | TRAIN | | Pg. 1 | Ln. 7 | Kyb 1 | Pitch 12
.. 5 ...:.... 6 ...:.... 7 ...:.... 8 ...:.... » ...:.... 10 ■

kind of hot spring that from time to time
nd. It differs from most hot springs in having
ated by intervals without flow of water.
e erupting water is generally nearly at

ess than a foot high, and a few geysers erupt
Some small geysers erupt every minute or
e inactive for months or even years between

Cursor

To move up or down one line at a time, press ↑ or
↓ . The cursor moves up and down the screen, staying
in the same horizontal position. The line number on
the second status line changes as the cursor moves.

↓ or ↑ move the cursor in a
straight vertical direction

**What is a Geyser**
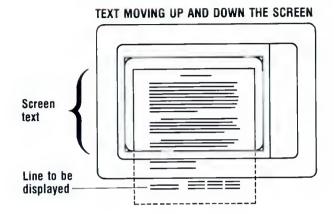
    A geyser is a special
kind of hot spring that from
time to time spurts water
above ground.

STATUS LINES

Revise Document     | Smith Letter | Ins |   | Tab
    |      |     | Pg. 1   | Ln. 7   | Kyb 1 | Pitch 12

Number of line
the cursor is on

A page may be longer than the screen. If you press ↓ when the cursor is on the bottom line, the line at the top of the screen moves off so you can see the next line at the bottom.

If you press ↑ when the cursor is on the top line of the screen, the line at the bottom moves off so you can see the next line at the top.

**TEXT MOVING UP AND DOWN THE SCREEN**

Screen
text

Line to be
displayed
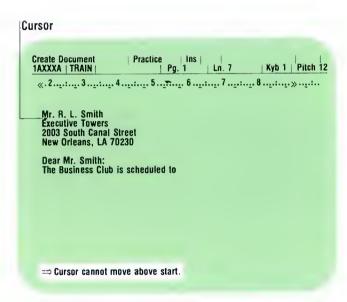
To move directly to the beginning or end of a line, press **CODE +** ⬅ or **CODE +** ➡ . The text moves to the left or right, if necessary, to keep the cursor on the screen.

To move directly to the beginning or end of a page, press **CODE +** ⬉ or **CODE +** ⬊ . The text moves up or down, if necessary, to keep the cursor on the screen.
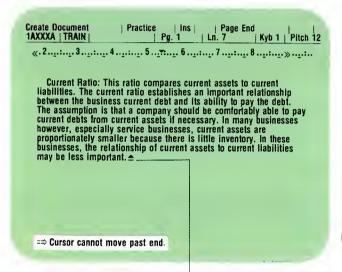
**CODE & CURSOR MOVEMENT KEYS**

If you are on the first line of a document and you press ↑ , the message "Cursor cannot move above start" appears on the message line. If you accidentally move the cursor to a different page of the document, you can return to the previous page by pressing ⮠ twice.

Cursor

| Create Document | Practice | Ins | | | | |
|---|---|---|---|---|---|---|
| 1AXXXA | TRAIN | | Pg. 1 | Ln. 7 | Kyb 1 | Pitch 12 |

《.2...:...3...:....4...:....5...:....6...:....7...:....8...:....》...:...

Mr. R. L. Smith
Executive Towers
2003 South Canal Street
New Orleans, LA 70230

Dear Mr. Smith:
The Business Club is scheduled to

⇒ Cursor cannot move above start.

If you try to move the cursor past the end of a
document, the message "Cursor cannot move past end"
appears.

```
Create Document        | Practice   | Ins |     | Page End        |     |
1AXXXA | TRAIN |                     | Pg. 1    | Ln. 7      | Kyb 1 | Pitch 12
«.2...:...3...:...4...:...5...:.....6...:...7...:...8...:...».....:..

    Current Ratio: This ratio compares current assets to current
    liabilities. The current ratio establishes an important relationship
    between the business current debt and its ability to pay the debt.
    The assumption is that a company should be comfortably able to pay
    current debts from current assets if necessary. In many businesses
    however, especially service businesses, current assets are
    proportionately smaller because there is little inventory. In these
    businesses, the relationship of current assets to current liabilities
    may be less important.▴ _____

                                                    |
                                                    |
    =⇒ Cursor cannot move past end.
```

Page End code of last page.

**Using GO TO:**

To move to the next page:

1. **Press GO TO.**
   The prompt "Type page number; press ENTER"
   appears. Ignore the prompt.

2. **Press ENTER.**
   The cursor appears on the first typing line of the
   next page.

   To move to a different page:
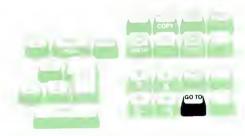
1. **Press GO TO.**
   The prompt "Type page number; press ENTER"
   appears. You may type a page number that is either
   smaller or greater than the current page number.

2. **Type the page number.**

3. **Press ENTER.**
   The cursor appears on the first typing line of the
   page specified.
   If you type a page number that does not exist, the
   cursor moves to the last completed page and the
   message "Page specified not found" appears.

Type page number; press ENTER: ▓

*Go on to the Demonstration.*

## DEMONSTRATION

**Choose Revise Document to access the following
document. Then go to the typing area.**

Document Name: Geysers
Diskette Name: TRAIN

Geysers is a two-page document. The text will appear
double-spaced when it is printed. Page 1 is now on
the screen.

In this part of the Demonstration you use the cursor
movement keys to move to specified locations on page
1.

As you move the cursor, look at the scale line and
the status lines to locate the cursor in the text. The
scale line shows the position of the cursor on the typing
line. The second status line shows the line the cursor
is on. If the cursor is under a format code, a description
of the code appears on the first status line.

After you move the cursor to a specified location, you
will return the cursor to the beginning of the page.
This will help avoid confusion as you complete the
Demonstration.

If you accidentally move the cursor onto page 2, press
↖ twice. This will return the cursor to the beginning
of page 1.

To move the cursor to the beginning of line 21:

**Press ↓ until the words *Ln. 21* appear on the second status line.**

When the cursor moves down one line of screen text, the line number on the second status line increases by two. This is because the Demonstration document is double-spaced.

The cursor is under the *b* in *boiling*.

**Press ↖ .**

This moves the cursor to the beginning of page 1. The status line says *Ln. 7*.

To move the cursor under the Begin Underline code ↘ on line 11:

**Press ↓ until the cursor is at the beginning of line 11.**

**Press → until the cursor is under the Begin Underline code.**

Look at the words *Begin Und* on the first status line.

To move the cursor under the Required Carrier Return code at the end of line 55:

**Press ↓ until you reach line 55.**

**Press →〕 .**

The cursor appears under the Required Carrier Return code that ends the line.

To return to the top of the page:

**Press ⭡ .**

This moves the cursor to the beginning of page 1.

To move the cursor under the word *bubbles* on line 45:

**Press ↓ until you reach line 45.**

**Press → until the cursor is under the *b* in *bubbles*.**

**Press ⭡ .**

This moves the cursor to the beginning of page 1.

To move the cursor to the end of page 1:

**Press ⭩ .**

The cursor appears under the Page End code. The words *Page End* appear on the first status line.

Page 1 of Geysers should be on the screen for this part of the Demonstration.

Now you will use GO TO to move through the pages of Geysers.

To go to page 2:

**Press GO TO.**

The prompt "Type page number; press ENTER" appears. Ignore this prompt for now since you do not need to type a page number to go to the next page.

**Press ENTER.**

The cursor appears on the first typing line of page 2. The words *Pg. 2* appear on the second status line.

To go to page 1:

**Press GO TO. The prompt "Type page number; press ENTER" appears. Respond to the prompt by typing *1* and pressing ENTER.**

The cursor appears on the first typing line of page 1. The words *Pg. 1* appear on the second status line.

**Press END.**

*Go on to the Self-Test.*

**SELF-TEST**

Choose Revise Document to access the following
document. Go to the typing area.
    Document Name: Library Ref
    Diskette Name: TRAIN
    Use the cursor movement keys to go to the following
locations on page 1:

- The word *recorded* on line 27.
- The Page End code.
- The Begin Underline code before the heading *Their Role* on line 19.
- The word *arguments* on line 49.
- The Required Carrier Return code at the end of line 31.

    Use GO TO to:

- Go to page 2.
- Go to page 1.

*Go on to the Feedback.*

**FEEDBACK**

If you had difficulty completing the Self-Test, ask
yourself the following questions:

☐ Did you use ↓ to go to the beginning of line 27?

☐ Did you use �corner to go to the Page End code?

  To find the Begin Underline code:

☐ Did you look for the words *Begin Und* on the first
  status line?

☐ Did you use → to go to the word *arguments*?

☐ Did you use ↴ to go to the Required Carrier Return
  code at the end of line 31?

☐ When you used GO TO, did you remember to press
  ENTER after you typed the page number?

*If you forgot to do some of these things, you should
review the Main Idea or the Help, then take the Self-
Test again before going on.*

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**2** You have already learned how to erase typing errors using the **BKSP** key. Now you will learn how to erase using the **DEL** (Delete) key.

With the Delete function, you can erase both characters and codes. You can also use the Delete function to erase words, lines of text, paragraphs, and even larger sections of a document.

Your goal for this segment is to be able to erase characters and codes using the Delete function.

**MAIN IDEA**

You may use the Delete function to erase text, text and codes, or codes alone.

To erase text or codes (other than Center codes or text typed with a Center code), follow these steps:

1. Place the cursor under the first character or code you want to erase.
2. Press DEL.
3. Place the cursor under the last character or code you want to erase.
4. Press ENTER to erase the highlighted text.

To erase Center codes or text typed with a Center code:

1. Place the cursor at the left margin of the line containing the centered text.
2. Press DEL.
3. Place the cursor under the last character of the centered text.
4. Press ENTER to erase the Center code and centered text.
5. Retype text if necessary.

**Note:** Press CANCL to cancel the Delete function if the highlighted material is not what you want to erase.

*If you have enough information about deleting, go on to the Demonstration. If you would like more detail, read the Help.*

**HELP**

You may use the Delete function to erase text, text and codes, or codes alone. For example, you may delete tabs, thereby repositioning the text that follows the tab.

You may delete an underline code or codes and remove underlining without having to retype the text.

To erase text or codes (other than Center codes or text typed with a Center code), follow these steps:

1. **Place the cursor under the first character or code you want to erase.**

   **Note:** Be sure to include any codes in front of the first character on the line, or the text that follows the erasure may appear incorrectly.

   To verify that the cursor is under the code you want to erase, check the first status line for a description of the code.

2. **Press DEL.**
   Two things happen:
   - A highlighted rectangle appears above the cursor.
   - The prompt "Delete what?" appears.

3. **Place the cursor under the last character or code you want to erase.**

To delete "and plans", type s

the individuals to talk about
their goals <u>a</u>nd plans.

Delete what? ▮

This highlights all the characters or codes to be erased.

When you wish to highlight more than one character or code you can use one of the following procedures:

- To highlight several characters, press the key for the last character to be erased.

month you may need to considering a special . . .

To delete "evening", press space bar

- To highlight a word, press the space bar to erase the word and the space that follows it.
- To highlight a line, press the space bar for each word in the line, or type the last character in the line.

and schedule an evening appointment for me to . . . .

To highlight a paragraph, press RETURN.

- To highlight a paragraph and the Required Carrier Return code following it, press RETURN.

4. **Press ENTER to erase the highlighted text.**

**Note:** Press CANCL (CODE + CANCL) to cancel the Delete function if the highlighted material is not what you want.

For our final discussion↵
we will reserve the↵
conference room.↵

Although you can use the Delete function to erase a Center code, you may find it easier to follow this slightly different procedure to erase a Center code or text that has been typed with a Center code:

1. **Place the cursor at the left margin of the line containing the centered text.**
   If you want to delete a Center code or centered text, you must delete the spaces or tabs that appear in front of the centered text.

2. **Press DEL.**

3. **Place the cursor under the last character of the centered text.**
   Even if you just want to move the centered text to the left margin, you may find it easier to delete both the Center code and text.

4. **Press ENTER to erase the Center code and text.**
   After you highlight the material to be erased, press ENTER. The material is erased and the prompt disappears.

   **Note:** Press CANCL (CODE + CANCL) to cancel the Delete function if the highlighted material is not what you want to erase.

5. **Retype text if necessary.**
   If you wanted to delete the text typed with a Center code this step is unnecessary.
   If you wanted to move the text to the left margin, retype the text.

*To delete errors, go on to the Demonstration.*

**DEMONSTRATION**

**Choose Revise Document to access the following document. Go to the typing area:**

Document name: Business Club
Diskette name: TRAIN

In this Demonstration you will use the Delete function to erase text and codes.

Look through the illustrated copy of Business Club that follows to see the revisions you will make.

You will begin by erasing a single character. Follow these steps to erase the extra *t* in the word *settting* in the second paragraph:

**Place your cursor under any *t* in *settting*.**

**Press DEL.**

The *t* is highlighted and the prompt "Delete what?" appears.

**Press ENTER.**

The *t* is erased.

In the third paragraph, the word *provided* has an extra *ed*. Follow these steps to erase the extra *ed*:

Mr. R. L. Smith
Executive Towers, Inc.
2003 South Canal Street
New Orleans, LA 70230

Dear Mr. Smith:

The Business Club Finance Committee is scheduled to be meeting in your
building July 8 from 2:00 p.m. to 5:00 p.m.

The regular conference room will be used that day for another meeting.
Would it be all right if we met in one of the training rooms?  Fifteen
people probably will be at the meeting.  In setting up the room, we
will need writing paper and pencils for each person, plus several of the
portable blackboards.  We will be discussing many of the same subjects
that were discussed in the previous meeting of the Business Club Finance
Committee.

If you have any questions, please call my secretary.  Assistance will
be provideded to you on the day of the meeting if you feel this is
necessary.

I know you will take care of things in your usually efficient manner.

Sincerely,

}  CLOSE UP

Joseph T. Newman
Business Club Finance Committee
Executive Towers, Inc.


CJR/aw

**Place the cursor under the letter** *e* **in** *ed*.

**Press DEL.**

**Press →** **to move the cursor under the letter** *d*.

The letters *ed* are highlighted.

**Press ENTER.**

The letters *ed* are deleted.

Now you will erase a word. Follow these steps to erase the word *same* in the second paragraph:

**Place the cursor under the** *s* **in** *same*.

When you move the cursor, the line endings in the third paragraph adjust to accommodate the deletion you made to the word *provided*.

**Press DEL.**

**Press the space bar.**

This moves the cursor to the space following *same*. The word and the space following are highlighted.

**Press ENTER.**

The word *same* and the space following are deleted.

Now you will erase a code. The space below the closing, *Sincerely*, should be closed up. Follow these steps to delete a Required Carrier Return code from the line below *Sincerely*:

**Place the cursor at the left margin of the line below** *Sincerely*.

**Look for the words** *Req'd Carrier Ret* **on the first status line.**

**Press DEL.**

The Required Carrier Return code is highlighted.

**Press ENTER.**

The Required Carrier Return code is erased. You may not see anything happen, since the text below may not be seen on the screen. If you cannot see the text below, move the cursor down two lines and you will see the text below move up one line.

Now you will erase text containing codes. The phrase *on the day of the meeting* in the third paragraph includes Begin Underline and End Underline codes. Follow these steps to erase the text and codes:

**Place the cursor under the Begin Underline code at the beginning of the word *on*.**

Look on the first status line to locate the Begin Underline code. When the cursor is under the code, the words *Begin Und*, appear on the first status line.

**Press DEL.**

The prompt "Delete what?" appears. If you just wanted to delete the Begin Underline code you could press ENTER and delete only that code.

**Press → to move the cursor to the End Underline code at the end of the word *meeting*.**

Look on the first status line to locate the End Underline code. When the cursor is under the code, the words *End Und* appear on the first status line.

**Press the space bar to highlight the space following the End Underline code.**

**Press ENTER.**

The phrase *on the day of the meeting*, the Begin Underline and End Underline codes, and the space are erased.

**Press END.**

*To try deleting errors on your own, go on to the Self-Test.*

**SELF-TEST**

Choose Revise Document to access the following
document and go to the typing area:
  Document name:  Jones Letter
  Diskette name:  TRAIN
  Revise Jones Letter as indicated in the illustration.
Print a copy of the document and compare it with
the one shown in the Feedback.

*LEAVE 1 BLANK
LINE AFTER
DATE*

OFFICE MEMORANDUM

TO:     Bob Jones
FROM:   Jim Butler        *CLOSE UP SPACE*

DATE:   November 1, 1981

Dear Bob:

As you requested, we have scheduled volunteeers to attend our booth at
the carnival next Saturday.

These people will be needing detailed maps of the conference area and
schedules of events so they can attend sessions of interest to them in
their spare time.

They are particularly interested in events regarding computer
applications in our field.

The following people volunteered for the indicated times:

        Allen Johnston          9:00–11:00
        Randy Gormann           11:00–2:00
        Stella Dwyer            12:00–2:30
        Kathy Francis           1:00–4:00
        Steve Alexander         3:00–5:00

If you have any questions, please let me know. I'll be glad to answer
them.

                                        Thanks,
                                        Jim

**FEEDBACK**

Your document should look like the following document.

If your copy looks different, check to be sure you did the following:

☐ Did you delete a Required Carrier Return code from both the line above and the line below *DATE*?

☐ When you deleted the word *be*, did you delete the space that follows?

☐ When you deleted the third paragraph in the body of the letter, did you delete the Required Carrier Return code on the blank line below?

☐ When you moved the closing to the left margin, did you delete the Tab codes that came before the text?

☐ If you deleted the Required Carrier Return code after the last revision, did you add it back in?

If you had trouble deleting errors, review the segment and try the Self-Test again.

```
                          OFFICE MEMORANDUM
TO:        Bob Jones
FROM:      Jim Butler
DATE:      November 1, 1981

Dear Bob:

As you requested, we have scheduled volunteers to attend our booth at
the carnival next Saturday.

These people will need maps of the conference area and schedules of
events so they can attend sessions of interest to them in their spare
time.

The following people volunteered for the indicated times:

             Allen Johnston          9:00-11:00
             Randy Gormann           11:00-2:00
             Stella Dwyer            12:00-2:30
             Steve Alexander         3:00-5:00

If you have any questions, please let me know.

Thanks,
Jim
```

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**3** You've learned how you can erase text and codes with the Displaywriter. In this segment you'll learn to add text.

On the Displaywriter, place your cursor where you want the inserted text to begin and type the text. The Displaywriter automatically rearranges the lines for you.

Your goal for this segment is to be able to add and change text with codes. You will use BKSP and DEL to erase the old text and codes. You will then insert the new text and codes.

I'VE READ OVER THIS LETTER AND DECIDED TO ADD A FEW ADJECTIVES

I CAN EASILY INSERT THOSE IN THE TEXT...

**MAIN IDEA**

To add text and codes, follow these steps:

1. Place the cursor in the exact position where the inserted text is to begin.
2. Type the new text.

   To change text and codes, follow these steps:

1. Use BKSP to erase text or DEL to erase any text and codes to be changed.
2. Type the new text.

*If you have enough information, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

To add text and codes, follow these steps:

1. **Place the cursor in the exact position where the inserted text is to begin.**
   Inserted text will be added in front of the cursor.

**Attached is a_report**

2. **Type the new text and any necessary codes.**

   The text rearranges when you move the cursor down the page. Otherwise, system pagination adjusts any awkward line endings caused by adding or erasing text and codes.

**Attached is an in-depth_ report**

To change text and codes, follow these steps:
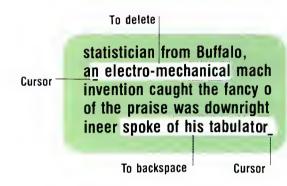
1. **Use BKSP to erase text or DEL to erase any text and codes to be changed.**
Be sure you begin with your cursor in the right place.
To use DEL, your cursor must be *under* the first character or code to be deleted.
To use BKSP, your cursor must be in the position *following* the last character or code to be erased.
When deleting or backspacing, be sure to include any spaces you want erased.

2. **Type the new text.**
Be sure you begin typing the new text exactly where you want it to begin. Also, be sure to add any necessary codes.

To delete

statistician from Buffalo,
an electro-mechanical mach
invention caught the fancy o
of the praise was downright
ineer spoke of his tabulator_

Cursor

To backspace          Cursor

*To add and change text, go on to the Demonstration.*

## DEMONSTRATION

In this Demonstration you will make the changes
indicated in the illustrated letter. Step-by-step
instructions for making these changes follow.

August 9, 1982

Mr. Michael Hayes
6909 Lakeview Drive
Linden Hills, MN  55410

Dear Mr. Hayes:

We were pleased to receive your request for our talk, "There've Been
Some Changes Made," and are happy to confirm this program with you.  It
is being scheduled for your group, the Linden Hills Lions Club, as
follows:

**INDENT 5 SPACES**

DATE:        August 12, 1982 → **18**
TIME:        7:00 p.m.
PLACE:       THE ~~FIRESIDE~~ **BEEF 'N BREW**

Our speaker, Mr. Bob Walz, will arrive approximately one-half hour prior
to the ~~start of the~~ business meeting.  He will be contacting you ~~by~~ **as soon
telephone in advance of the meeting date~~ so that definite arrangements **as
can be made to set up his **audiovisual** equipment. **possible**

Enclosed is biographical information on Mr. Walz and a summary of the
talk that you may find helpful. **¶ If you need any further information,
please call our office, 612/555-6008.**

Sincerely,

Patricia Canser
Executive Director

Enclosures:
cc:  Bob Walz

**Choose Revise Document** to access the following document:

Document name: Mr. Hayes Letter
Diskette name: TRAIN

To delete the quotation marks and underline *There've Been Some Changes Made*:

**Place the cursor under the first set of quotation marks.**

**Press DEL, then ENTER.**

**Place the cursor under the second set of quotation marks.**

**Press DEL, then ENTER.**

**Place the cursor under the** *T* **in** *There've*.

**Press BEGIN UND.**

Notice that the entire text is underlined. Begin
Underline underlines everything that follows. You will
eliminate the extra underlining in the next two steps.

**Place the cursor under the comma following** *Made*.

**Press END UND.**

The extra underlining disappears.

To indent the second paragraph:

**Place the cursor under the** *D* **in** *DATE*.

**Press TAB.**

The entire line indents to the first tab setting.

**Repeat this procedure for the next two lines.**

To change *August 12* to *August 18*:

**Place the cursor under the comma after the** *2* **in** *12*.

**Press BKSP once.**

Your cursor is still under the comma.

**Type** *8*.

To change *FIRESIDE* to *BEEF 'N BREW*:

**Use DEL to erase** *FIRESIDE*.

**Type** *BEEF 'N BREW*

**Use DEL to erase** *start of the*.

To delete *by telephone in advance of the meeting date* and add *as soon as possible*:

**Use DEL to erase the first phrase.**

**Insert** *as soon as possible*

The new text extends past the right margin. Move the cursor down. The text rearranges.

To add *audiovisual*:

**Place the cursor under the** *e* **in** *equipment*.

**Type** *audiovisual* **and a space.**

To insert a new paragraph:

**Place the cursor at the left margin on the blank line under** *equipment*.

**Press RETURN.**

**Type** *If you need any further information, please call our office, 612/555-6008.*

**Press RETURN.**

**Press END when you have finished.**

**Print your document and compare it to the one illustrated.**

August 9, 1982

Mr. Michael Hayes
6909 Lakeview Drive
Linden Hills, MN  55410

Dear Mr. Hayes:

We were pleased to receive your request for our talk, <u>There've Been Some</u>
<u>Changes Made</u>, and are happy to confirm this program with you.  It is
being scheduled for your group, the Linden Hills Lions Club, as follows:

     DATE:      August 18, 1982
     TIME:      7:00 p.m.
     PLACE:     THE BEEF 'N BREW

Our speaker, Mr. Bob Walz, will arrive approximately one-half hour prior
to the business meeting.  He will be contacting you as soon as possible
so that definite arrangements can be made to set up his audiovisual
equipment.

If you need any further information, please call our office,
612/555-6008.

Enclosed is biographical information on Mr. Walz and a summary of the
talk that you may find heIpful.

Sincerely,


Patricia Ganser
Executive Director

Enclosures:
cc:  Bob Walz

*To add and change text on your own, go on to the*
*Self-Test.*

**SELF-TEST**

Choose Revise Document to access the following
document and make the changes indicated in the
illustration.

Document name: Mr. Hopkins Letter
Diskette name: TRAIN
Print your document.
When you are finished, go to the Feedback section
to see how you did.

August 28, 1982   *J.*
Mr. Edward Hopkins
Route 7, Box 144
Rockville Centre, NY   11571

Dear Mr. Hopkins.

*Please*　　　　　　　　　*It is in your best*
*interest to*

Attached is a statistical summary of your last year's taxable stock
transactions. Be sure to examine these figures for accuracy prior to
submission to the Internal Revenue Service.  Also, ~~you should~~ consult
*N.Y.* ~~with your attorney~~ or accountant regarding tax laws pertaining to stock
transactions.

¶ *A performance summary is enclosed, also.*
~~I have also included a summary of the performance of your securities~~
~~portfolio since coming under my supervision.~~

¶ *Best wishes to you and your family for the*
Sincerely,　　　　　　　*upcoming holiday season.*

Robert A. Swanson
District Officer

RS/jb

Enclosures

**FEEDBACK**

Your document should look like the one illustrated.
    If your document does not look like the one shown,
ask yourself these questions:
    When you used DEL:

☐ Did you begin with the cursor in the right place?

☐ Did you include all the necessary codes in the
erasure?

☐ Did you erase some codes unintentionally? Which
ones?

☐ Did you use DEL to erase phrases that were more
than one line?

☐ Did you forget to erase extra spaces?

When you used BKSP:

☐ Did you begin with your cursor in the right place?

☐ Did you get a message saying that this function
won't delete the character?
Then, did you use DEL?

When you inserted text:

☐ Did you begin with the cursor in the right place?

☐ Did you include all the necessary codes?

When you determine what your problem was, go
back to the document and correct it.

```
August 28, 1982
Mr. Edward J. Hopkins
Route 7, Box 144
Rockville Centre, NY  11571

Dear Mr. Hopkins:

Attached is a statistical summary of your last year's taxable stock
transactions.  Please examine these figures for accuracy prior to
submission to the N.Y. Internal Revenue Service.  Also, it is in your
best interest to consult with your attorney or accountant regarding tax
laws pertaining to stock transactions.

A performance summary is enclosed, also.

Best wishes to you and your family for the upcoming holiday season.

Sincerely,

Robert A. Swanson
District Officer

RS/jb

Enclosures
```

*If you had problems, review the Main Idea and Help*
*before going on to the next segment.*

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**4** You have learned to use the cursor movement keys and GO TO to move through a document. Now you will learn to place the cursor at the exact point of revision using FIND.

FIND enables you to locate a sequence of characters or a code without looking through the entire document. This saves time.

Your goal for this segment is to be able to use FIND to locate a revision site.

I'D LIKE TO DELETE "DUE". I THINK I USED THAT WORD A COUPLE OF TIMES.

IT SHOULD BE EASY TO FIND...

**MAIN IDEA**

**Using FIND to Locate a Revision**

**Note:** FIND searches in a *forward* direction only. The cursor must be in front of the characters or codes you want to find.

1. Press FIND.
2. Type the sequence of the characters or codes that you want to locate.
3. Press ENTER.
4. If the cursor is *not* at the appropriate revision point because the characters or codes appear several times in the document:
   a. Press FIND.
   b. Press ENTER.
   c. Repeat Steps a and b until the cursor is at the revision point.

*If you have enough information, go on to the Demonstration. If you'd like more detail, read the Help that follows.*

## HELP

### Using FIND to Locate a Revision

Following is more information on this procedure.

**1. Press FIND.**
FIND is located to the right of the cursor movement keys.

The prompt "Find what?" appears on the screen.

XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX

**Find what?**

2. **Type the sequence of the characters or codes that you want to locate.**
   To locate a sequence of characters, type the characters *exactly* as they appear in the text. For example, if you want to find the word *super-heating*, you must type it exactly that way. The system will not find the word if you type *Super-heating* or *super heating*.
   You may type up to 60 characters to identify a sequence, but you should type the fewest characters necessary.
   To locate a code, press the appropriate key. For example, if you want to locate a Center code, type the Center code by pressing CODE + CTR in response to the prompt.

3. **Press ENTER.**
   The cursor moves to the *first* occurrence of the character string or code that you want to locate.

| | |
|---|---|
| To find: | super-heating |
| You type: | super-heating |
| You do *not* type: | Super-heating |
| You do *not* type: | super heating |

XXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXX

**Find what?**|•|

To find a Center code

4. **If the cursor is** *not* **at the appropriate revision because the characters or codes appear several times in the document:**
   a. Press FIND.
   b. Press ENTER.
      The cursor moves to the next occurrence of the character sequence or code.
      You do not have to retype the character sequence or code. The system searches for the same entry until you tell it to find something different.
   c. Repeat Steps a and b until the cursor is at the revision site.

The cursor appears under the first character or code you want to locate.

If the characters or codes are not found, the message "Characters not found from cursor to end of document" appears.

The characters or codes may not be found because:

- The cursor is past the revisions.

- The characters or codes are not typed correctly.

*Go on to the Demonstration.*

## DEMONSTRATION

In this Demonstration you will use the FIND key to locate the following:

- A Begin Underline code
- The words *eruptions* and *periodic*
- A Center code
- A Word Underline code

**Choose Revise Document to access the following document:**

Document name: Geysers
Diskette name: TRAIN

Before beginning, make sure the cursor is at the beginning of the document.

**Press FIND.**

The prompt "Find what?" appears on the screen. First you will find a Begin Underline code.

**Press BEGIN UND (CODE + BEGIN UND).**

**Press ENTER.**

The cursor is now under the Begin Underline code of the heading *What is a Geyser*. You can verify this by checking the status line.

Now you will locate the word *eruptions*.

**Press FIND.**

The prompt "Find what?" appears.

**Type** *eruptions* **and press ENTER.**

The cursor is under the word *eruptions*.

**Press FIND.**

**Type** *periodic* **and press ENTER.**

You see the message "Characters not found from cursor to end of document" because the cursor is past those characters. The cursor does not move. Let's try again by moving the cursor back.

**Move the cursor back to the beginning of the paragraph.**

**Press FIND.**

**Press ENTER.**

The system finds the word *periodic* and places the cursor under the first character of that word.

Now you will find a Center code.

**Press FIND.**

**Press CTR (CODE + CTR).**

**Press ENTER.**

The system finds the Center code for the heading *Water Pressure* because this is the first Center code after the cursor.

The last thing you will locate is a Word Underline code.

**Press FIND.**

**Press WORD UND (CODE + WORD UND).**

**Press ENTER.**

The system finds a Word Underline code on page 2 of the document, after the word *true*.

**End the document.**

*Go on to the Self-Test.*

**SELF-TEST**

For this Self-Test you will use the same document you
used in the Demonstration. Now you will practice
locating characters and codes yourself.

Choose Revise Document to access the following
document:

Document name:  Geysers
Diskette name:  TRAIN

Use FIND to locate the following characters and
codes:

- Three Center codes
- The number *150*
- The Word Underline code
- The word *Icelandic*

Remember, the system only finds characters or codes
after the cursor. If you have difficulty locating
something, move the cursor back to the beginning of
the document.

## FEEDBACK
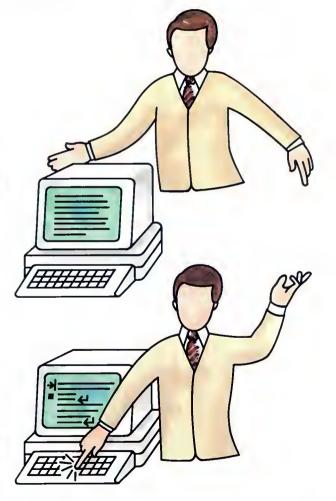
If you had difficulty finding the characters or codes, try again, making sure you do the following:

☐ Place the cursor at the beginning of the document.

☐ Locate the first Center code by pressing CODE + CTR in response to the prompt "Find what?" Then press FIND and ENTER to find the next two Center codes.

☐ Locate Word Underline codes by pressing CODE + WORD UND in response to the prompt "Find what?"

☐ Type accurately in response to the prompt "Find what?"

*If you had problems, review the Main Idea and Help before going on to the next segment.*

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**5** You have already learned some of the skills required to revise text and codes. In this segment, you will learn to use those skills to revise a multipage document. You will also learn to use **MOVE** to move blocks of text from one place in a document to another. If you are using Textpack 2, 4, or 6, you will also learn to use **SCREEN FORMAT** to view layout codes while you revise.

Your goal for this segment is to be able to revise text and codes using revision skills you have learned previously, and to use **SCREEN FORMAT** and **MOVE**.

**MAIN IDEA**

**Displaying Codes using SCREEN FORMAT**

*Note: This applies to Textpacks 2, 4, and 6 only.*

To display codes in the typing area:

1. Press SCREEN FORMAT (CODE + SCREEN FORMAT) in the typing area.
2. Set Display Codes to Yes.
3. Press ENTER to return to the typing area.

To turn off Display Codes in the typing area:

1. Press SCREEN FORMAT (CODE + SCREEN FORMAT) in the typing area.
2. Set Display Codes to No.
3. Press ENTER to return to the typing area.

*Note: This applies to all Textpacks.*

**Moving Text Within a Document**

To move text, you must tell the Displaywriter *what* you want moved and *where* you want it moved. Follow these steps:

1. Place the cursor under the first character or code to be moved.
2. Press MOVE.
3. Place the cursor under the last character or code to be moved.
4. Press ENTER.
5. Place the cursor where you want the text moved.
6. Press ENTER.

**Note:** Paginate your document after all revisions have been made.

*If you have enough information, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

**Displaying Codes Using SCREEN FORMAT**
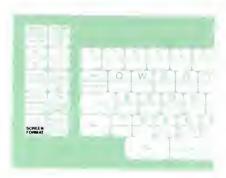
*Note: This applies to Textpacks 2, 4, and 6 only.*
Textpack E operators should read the information
about MOVE.

Normally, codes are not displayed. This is because
it can be very distracting to the operator to see all
the codes as text is entered or revised. However, when
you revise, it is sometimes useful to see the codes. It
can be helpful in determining where an error has
occurred.

To display codes in the typing area:

1. **Press SCREEN FORMAT (CODE + SCREEN
   FORMAT)** to display the Screen Format menu.
   Since the SCREEN FORMAT key is not marked
   on the keyboard, you must use the keyboard
   template for your Textpack to see its exact location.

SCREEN FORMAT

| ID | ITEM | YOUR CHOICE | POSSIBLE CHOICES |
|----|------|-------------|------------------|
| a | Display Codes | 2 | 1 = Yes  2 = No |

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ▯

**2. Set Display Codes to Yes.**
Yes indicates that *all* the codes in the document will be displayed.

**Screen codes displayed**

↳Geyser Locations ↵ ↵
→The word geyser comes from the Icelandic geysir, which means to ↵
gush or rage; Great Geysir (gayzeer) is a famous geyser in southern ↵
Iceland. ↵
→A large proportion of the known geysers of the world are in ↵
Yellowstone National Park in the U.S. ↵
→Other major geysers occur in New Zealand, Chile, and the ↵
Kamchatka Peninsula on the Pacific side of the Soviet Union. ↵
→Small geysers are also known in other countries and in several of ↵
our western states. The Beowawe area of northcentral Nevada ↵
formerly had many beautiful geysers, but most of these and others in ↵
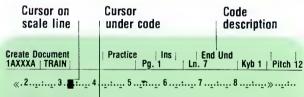
**3. Press ENTER to return to the typing area.**
The first status line identifies the code when the cursor is under it.
As a result of displaying codes, the cursor position may not be accurate. Watch the cursor on the scale line to determine its true position.
Turn Display Codes off after you've made revisions involving the codes.

All code symbols are illustrated in the *Reference Book*, Charts section, Graphic Codes table.

| Cursor on scale line | Cursor under code | Code description |
|---|---|---|

Create Document | Practice | Ins | End Und | | |
1AXXXA | TRAIN | | Pg. 1 | Ln. 7 | Kyb 1 | Pitch 12

«.2...:..... 3.█:..... 4 ...:..... 5 ...:..... 6 ...:..... 7 ...:..... 8 ...:.....»...:..

↳ Geyser Locations ↵ ↵
→The word geyser comes from the Icelandic geysir, which means to ↵
gush or rage; Great Geysir (gayzeer) is a famous geyser in southern ↵
Iceland. ↵
→A large proportion of the known geysers of the world are in ↵

To turn Display Codes off in the typing area:

1. **Press SCREEN FORMAT (CODE + SCREEN FORMAT) in the typing area to display the Screen Format menu.**

2. **Set Display Codes to No.**
   No indicates that a code will be displayed only when the cursor is under it.

3. **Press ENTER to return to the typing area.**

*Note: This applies to all Textpacks.*

### Using MOVE

To move text, you must tell the Displaywriter *what* you want moved and *where* you want it moved. Follow these steps:

1. **Place the cursor under the first character or code to be moved.**
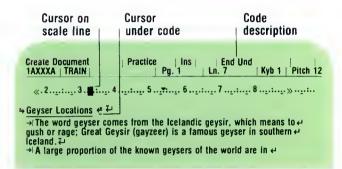
   Remember to include any codes that come before the first text character. If you have Display Codes set to Yes you can easily see these codes. If not, you can use the status line to find the codes.

2. **Press MOVE.**

   "Move what?" appears on the screen.

3. **Place the cursor under the last character or code to be moved.**

   Again, remember to include any codes that come after the last text character.

   The text to be moved is highlighted.

   **Note:** If the highlighted text is not what you want moved, press CANCL before you respond to the prompt "To where?"

---

Cursor on scale line | Cursor under code | Code description

```
Create Document    | Practice | Ins |  End Und |        |
1AXXXA | TRAIN |              | Pg. 1 |  Ln. 7   | Kyb 1 | Pitch 12
 «.2...:... 3 .█.:.... 4 ..:... 5 ..:... 6 ..:... 7 ..:... 8 ..:... » ..:..

↳ Geyser Locations ↵ ↵
→The word geyser comes from the Icelandic geysir, which means to ↵
gush or rage; Great Geysir (gayzeer) is a famous geyser in southern ↵
Iceland. ↵
→A large proportion of the known geysers of the world are in ↵
```

Text to be moved

```
↳ Geyser Locations ↵ ↵
  →The word geyser comes from the Icelandic geysir, which means to ↵
  gush or rage; Great Geysir (gayzeer) is a famous geyser in southern ↵
  Iceland. ↵
  →A large proportion of the known geysers of the world are in ↵
  Yellowstone National Park in the U.S. ↵
  →Other major geysers occur in New Zealand, Chile, and the ↵
  Kamchatka Peninsula on the Pacific side of the Soviet Union. ↵
```

**Move what?**

**4. Press ENTER.**

"To where?" appears on the screen.

**5. Place the cursor where you want the text moved.**

You can move the text forward or backward in the document.

If you are moving the text to another page, press GO TO to go to the page. Then place the cursor where you want the text to appear.



⤳ **Geyser Locations** ↩ ↵
→| The word geyser comes from the Icelandic geysir, which means to ↵
gush or rage; Great Geysir (gayzeer) is a famous geyser in southern ↵
Iceland. ↵
→| A large proportion of the known geysers of the world are in ↵
Yellowstone National Park in the U.S. ↵
→| Other major geysers occur in New Zealand, Chile, and the ↵
Kamchatka Peninsula on the Pacific side of the Soviet Union. ↵

**To where?**

**6. Press ENTER.**

The text is deleted from its current location and moved to the new location.

**Note:** If after you have moved text you find you have not moved the appropriate codes with the text, simply type the missing codes where you want them and delete them from where they are no longer needed.

**Note:** Paginate your document after making all your revisions. Revisions will often cause changes in line and page endings. Pagination readjusts these for you.



⤳ **Geyser Locations** ↩ ↵
→| The word geyser comes from the Icelandic geysir, which means to ↵
gush or rage; Great Geysir (gayzeer) is a famous geyser in southern ↵
Iceland. ↵
→| Other major geysers occur in New Zealand, Chile, and the ↵
Kamchatka Peninsula on the Pacific side of the Soviet Union. ↵
→| A large proportion of the known geysers of the world are in ↵
Yellowstone National Park in the U.S. ↵

Text moved to the new location

*To revise text and codes, go on to the Demonstration.*

## DEMONSTRATION

In this Demonstration you will revise a document already typed for you. The revisions you will be making are indicated on this document. The first part of the Demonstration shows you how to revise without displaying the codes. The second part of the Demonstration shows you how to use the displayed codes to help in revisions. *The second part cannot be done by those operators using Textpack E.*

**Choose Revise Document to access the following document:**

Document name: Library Ref
Diskette name: TRAIN

**Place the cursor under the *q* in the phrase *query receivers*.**

Notice the underlining. Since you will also delete the underlining you should use the DEL key.

**Press DEL.**

"Delete what?" appears.

**Place the cursor under the Word Underline code after the word *receivers*.**

Use the status line to ensure that the Word Underline code is highlighted.

**Press ENTER.**

**Type *inquiry recorders***

---

LIBRARY REFERENCE SERVICE


Inquiry Recorders

　　　Each day hundreds of callers receive a cheerful greeting from the

　　　inquiry recorders
LRS ~~query receivers.~~ These specialists act as information brokers.

---

Place the cursor under the first character in the phrase _query receiver's_.

Press DEL.

"Delete what?" appears.

Move the cursor to highlight the phrase and the Word Underline code following the word _receiver's_. Press ENTER.

Type _broker's_

```
Their Role            broker's
          This query receiver's role might appear simple, but the process is

often difficult.  The reader may ask why.

1.    Volume of requests is one answer.  In 1982, 171,202 requests were

recorded, relayed to staff members, and shipped back to inquirers.

2.    A second answer lies in the complex nature of the information

expected of the LRS.
```

There are two things to be moved on page 1 of this document. The heading *How They Learn* must be moved to the left margin, and the first paragraph under this heading must be moved to the bottom of the page. The Delete function will be used to delete the tabs, the Center code, and the centered text. The heading will then be retyped. The Move function will be used to move the paragraph.

**Place the cursor at the left margin of the line on which the heading *How They Learn* appears.**

You will delete the tabs that appear in front of the heading, the Center code, the centered text and the Begin and End Underline codes.

**Press DEL.**

"Delete what?" appears.

**Place the cursor under the End Underline code following the word *Learn*.**

**Press ENTER.**

The text is deleted.

**Press BEGIN UND.**

Notice that everything that follows is underlined. Placing an End Underline code in the next step cancels the underlining.

**Type *How They Learn* and press END UND.**

MOVE TO LEFT MARGIN

How They Learn

Now you will move the paragraph by using the Move function. If the highlighted text is not what you want moved, press CANCL (CODE + CANCL).

**Place the cursor under the tab at the beginning of the paragraph that begins with *In time*.**

Use the status line to ensure that you include the Tab code.

**Press MOVE.**

MOVE
TEXT

```
        In time the recorder learns to cope with the requests; she or he

    learns how the Service is organized and how inquiries are treated.  Over

    the months a recorder becomes, in effect, a human link in the

    information cycle.

        During the first few days, the novice may be bewildered by the

    calls and letters. There are requests for briefing papers, technical

    studies, and pro and con arguments on many issues.
```

"Move what?" appears.

**Place the cursor under the Required Carrier Return code after the word *cycle*.**

The whole paragraph should be highlighted.

Use the status line to ensure that the Required Carrier Return code is highlighted.

**Press ENTER.**

"To where?" appears.

**Move the cursor to the second Required Carrier Return code at the end of the last paragraph on that page.**

This second Required Carrier Return code is found at the left margin under the last line of the paragraph.

Use the cursor movement keys to move down to the next line and left to the left margin.

Use the status line to ensure that the Required Carrier Return code is highlighted.

**Press ENTER.**

The paragraph is now moved from its old position and placed at the end of the page.

The next part of the Demonstration illustrates how to use displayed codes during the revision cycle. *Only those operators with Textpacks 2, 4, and 6 should do this part of the Demonstration.*

**Press GO TO and ENTER.**

This takes you to page 2 of the document.

You'll now see how displaying codes can help during revisions.

**Press SCREEN FORMAT (CODE + SCREEN FORMAT).**

The Screen Format menu appears.

**Set Display Codes to Yes. Press ENTER.**

You are now in the typing area with the codcs displayed.

First you will move the heading from the center of the page to the left margin.

**Place the cursor at the left margin on the line with the centered text.**

**Press DEL.**

**Place the cursor on the Required Carrier Return code at the end of the line and press ENTER.**

Notice how easy it is to find the code with codes displayed.

**Type** *Types of Requests* **and press RETURN.**

MOVE TO LEFT MARGIN

Types of Requests

Now you will delete the extra Required Carrier Return codes. See how easy they are to find.

**Place the cursor on the Required Carrier Return code between the heading and the text.**

**Press DEL and ENTER.**

You will see another extra Required Carrier Return code on the screen.

**Place the cursor on the Required Carrier Return code and press DEL and ENTER.**

In the second paragraph you will see an extra Tab code at the beginning. This is why the paragraph is indented too much. Displaying codes helps you find this extra Tab code.

```
          The 175 member research staff responded during one fiscal year to

54,146 inquiries.  Of the 9,140 reports and analyses prepared, many were

short memoranda and required only a brief time to develop, but many

major analyses took months to develop.
             MOVE LEFT
          ←———One of the first things a new inquiry recorder comprehends is

that there are two basic types of requests.

          The first, called the research inquiry, requires analysis and

evaluation by a subject matter specialist. The inquiry recorder often

refers to research inquiries as "how can this be solved" requests.

          The second type, called the reference inquiry, is factual and

informative, requiring a literature search. The inquiry recorder thinks

of the reference inquiries as "who, what, where, and when" requests.

          One of the fundamental tasks of the inquiry recorder, then, is to
```

**Place the cursor on either Tab code preceding the second paragraph.**

**Press DEL and ENTER.**

When you have completed the Demonstration, turn the codes off by pressing SCREEN FORMAT (CODE + SCREEN FORMAT) and setting Display Codes to No.

**Press ENTER to return to the typing area.**

**End the document.**

**Paginate and print your document and compare it with the one illustrated.**

LIBRARY REFERENCE SERVICE

Inquiry Recorders

  Each day hundreds of callers receive a cheerful greeting from the LRS inquiry recorders.  These specialists act as information brokers.

Their Role

  This broker's role might appear simple, but the process is often difficult.  The reader may ask why.
1. Volume of requests is one answer.  In 1982, 171,202 requests were recorded, relayed to staff members, and shipped back to inquirers.
2. A second answer lies in the complex nature of the information expected of the LRS.

How They Learn

  During the first few days, the novice may be bewildered by the calls and letters.  There are requests for briefing papers, technical studies, and pro and con arguments on many issues.
  In time the recorder learns to cope with the requests; she or he learns how the Service is organized and how inquiries are treated.  Over

*Note: If you are using Textpack E, you did not complete the revisions shown in this illustration.*

Types of Requests

The 175 member research staff responded during one fiscal year to 54,146 inquiries.  Of the 9,140 reports and analyses prepared, many were short memoranda and required only a brief time to develop, but many major analyses took months to develop.

One of the first things a new inquiry recorder comprehends is that there are two basic types of requests.

The first, called the research inquiry, requires analysis and evaluation by a subject matter specialist. The inquiry recorder often refers to research inquiries as "how can this be solved" requests.

The second type, called the reference inquiry, is factual and informative, requiring a literature search. The inquiry recorder thinks of the reference inquiries as "who, what, where, and when" requests.

One of the fundamental tasks of the inquiry recorder, then, is to keep in mind the distinction between research and reference inquiries as they are assigned to other LRS units.

Fortunately, LRS is constituted so that almost any research question received that falls in the area of the social, pure, and

*To revise text and codes on your own, go on to the Self-Test.*

**SELF-TEST**

Choose Revise Document to access the following
document and go to the typing area:
    Document name: Geysers Rev
    Diskette name: TRAIN
    Revise the document as indicated. Paginate and print
a copy and compare it with the one shown in the
Feedback.

*If you had trouble, review the segment and try the Self-*
*Test again. Otherwise, go on to the next page.*

**MOVE TO LEFT MARGIN**

GEYSERS

What is a geyser

A geyser is a special kind of hot spring that from time to time spurts water above ground. It differs from most hot springs in having periodic eruptions separated by intervals without flow of water.

The temperature of the erupting water is generally nearly at boiling for pure water.

Small geysers erupt less than a foot high, and a few geysers erupt more than 150 feet. Some small geysers erupt every minute or so, but some geysers are inactive for months or even years between eruptions. In some popular opinion, most geysers are very irregular in their behavior, and each is different in some respects from all others.

**INSERT PAGE 2 TEXT HERE**

**ADD SPACE**

Water Pressure

Near the surface where pressures become sufficiently low, some of the water boils to steam producing hot springs. In most hot springs, the steam and the heat energy of hot water are lost by steady, quiet escape to the surface. A few springs, however, deliver so much energy from rocks that it cannot all be lost by steady escape. From time to time, steam bubbles become too abundant to escape quietly through the water; instead the steam lifts the water, sweeping it upward and out of the vent. As this occurs the pressure at deeper levels is lowered, boiling action increases and a chain reaction is started that leads to an eruption. These hot springs that erupt and intermittently deliver large amounts of energy to the surface are called geysers.

Hot springs with temperatures near boiling are rather common in many of the "hot spots" of the world, especially in the "circle of fire"

**MOVE TO LEFT MARGIN**

---

of active or recently active volcanoes around the Pacific Ocean. However, geysers are not common even in these areas, and only a few of the boiling springs are true geysers.

**TO LEFT MARGIN**  **ADD SPACE**

Water Temperature

Water from rain and snow can seep thousands of feet underground. In some volcanic areas it is then heated from contact with deeply buried hot rocks. Temperatures of this water can attain temperatures much above the temperature of boiling water at the surface. Such conduction is possible because of the high underground water pressures. When the water becomes heated it expands and rises toward the surface.

**MOVE TO PAGE 1**

**TO LEFT MARGIN**  **ADD SPACE**

Geyser Locations

The word geyser comes from the Icelandic geysir, which means to gush or rage; Great Geysir (gayzeer) is a famous geyser in southern Iceland.

**( CLOSE UP SPACE**

A large proportion of the known geysers of the world are in Yellowstone National Park in the U.S.

Other major geysers occur in New Zealand, Chile, and the Kamchatka Peninsula on the Pacific side of the Soviet Union.

---

*If you had trouble, review the segment and try the Self-Test again. Otherwise, go on to the next page.*

Your document should look like this:

GEYSERS

What is a Geyser

A geyser is a special kind of hot spring that from time to time spurts water above ground. It differs from most hot springs in having periodic eruptions separated by intervals without flow of water.

The temperature of the erupting water is generally nearly at boiling for pure water.

Small geysers erupt less than a foot high, and a few geysers erupt to more than 150 feet. Some small geysers erupt every minute or so, but other geysers are inactive for months or even years between eruptions.

Contrary to popular opinion, most geysers are very irregular in their behavior, and each is different in some respects from all others.

Water Temperature

Water from rain and snow can seep thousands of feet underground, and in some volcanic areas it is then heated from contact with deeply buried hot rocks. Temperatures of this water can attain temperatures much above the temperature of boiling water at the surface. Such super heating is possible because of the high underground water pressures. When the water becomes heated, it expands and rises toward the surface.

Water Pressure

Near the surface where pressures become sufficiently low, some of the water boils to steam producing hot springs. In most hot springs, the steam and the heat energy of hot water are lost by steady, quiet escape to the surface. A few springs, however, deliver so much energy

to the surface that it cannot all be lost by steady escape. From time to time, steam bubbles become too abundant to escape quietly through the water; instead the steam lifts the water, sweeping it upward and out of the vent. As this occurs the pressure at deeper levels is lowered, boiling action increases and a chain reaction is started that leads to an eruption. These hot springs that erupt and intermittently deliver large amounts of energy to the surface are called geysers.

Hot springs with temperatures near boiling are rather common in many of the "hot spots" of the world, especially in the "circle of fire" of active or recently active volcanoes around the Pacific Ocean. However, geysers are not common even in these areas, and only a few of the boiling springs are true geysers.

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The word geyser comes from the Icelandic geysir, which means to gush or rage; Great Geysir (gayzeer) is a famous geyser in southern Iceland.

A large proportion of the known geysers of the world are in Yellowstone National Park in the U.S.

Other major geysers occur in New Zealand, Chile, and the Kamchatka Peninsula on the Pacific side of the Soviet Union.

**FEEDBACK**

If your copy looks different, check to be sure that you did the following:

☐ Did you delete the centered headings and retype the text at the left margin?

☐ When you moved the text on page 2 to page 1, did you include the heading *Water Temperature*, and the Required Carrier Return code that ends the paragraph?

☐ Did you press RETURN to add a blank line between paragraphs on page 1?

☐ Did you delete the blank line on page 2 by deleting a Required Carrier Return code?

*If you had problems, review the Main Idea and Help before going to the next segment.*

Unit: Starting Your Training

**Lesson 5: Preparing to Do Your
       Work**

# 5

**5** You have nearly completed the required Displaywriter training. You have learned basic document entry, revision, and how to paginate and print the documents you create.

You have learned that you use two kinds of diskettes to do your work on the Displaywriter -- program and work diskettes. Program diskettes contain instructions (or programs) that allow you to perform tasks on the Displaywriter. You store the documents that you create on work diskettes.

You received a set of program diskettes for your IBM Displaywriter training. When you begin to do your own work, you will want to have more than one copy of your program diskettes in order to safeguard them.

You also received a set of work diskettes. These work diskettes were shipped in the binders with your beginning and advanced training. If you have Textpack E or Textpack 2, you received three work diskettes -- MASTER, MASTR1, and TRAIN. If you have Textpack 4 or Textpack 6, you received four work diskettes -- MASTER, MASTR2, MASTR3, and TRAIN. These contain your training exercises. It is necessary that you duplicate these during your training.

In this lesson you will learn how to prepare program and work diskettes for your own work.

Segment 1 will teach you how to prepare diskettes by initializing and naming them with names of your choice. In Segment 2 you will learn how to duplicate a work diskette named MASTER onto the work diskette named TRAIN so that another operator can use it for training. In Segment 3 you will learn how to duplicate the program diskettes.

**1** In this segment you will learn how to prepare diskettes so they can be used as either program or work diskettes. To use a diskette as either a program or a work diskette, it must be initialized and named. Therefore, this segment teaches you the procedures for initializing and naming diskettes and changing a diskette name.

Your goal for this segment is to be able to initialize and name diskettes for use in your own work, and to initialize and name diskettes available for use later in your training.

## MAIN IDEA

A diskette must be initialized and named in order to be used as a work diskette or a program diskette.

If you have new diskettes labeled IBM Displaywriter Diskette 1 or IBM Displaywriter Diskette 2D, these diskettes have already been initialized for the Displaywriter. You may, however, decide to change the diskette name to a name of your choice.

If you have diskettes other than IBM Displaywriter diskettes, or if you receive the message "Diskette (diskette name) is unsupported diskette type" when you try to use it, you must first initialize the diskette. You may be prompted to name the diskette as part of the initialization process.

### Initializing

Initializing a diskette prepares it for use by clearing it of any information currently on it (erasing it) and adding the codes and formats necessary for the Displaywriter to record on it.

If you have new IBM Displaywriter diskettes, you do not have to initialize them. They have been initialized and named by IBM.

If you have diskettes that have already been initialized for the Displaywriter and used, and you want to erase what is stored on them, use the initialize diskette function to erase.

If you have *any other kind* of diskettes, you must initialize them before you can use them on the Displaywriter. You will assign names to these diskettes at this time if they don't have names.

**Procedure for Initializing Diskettes**

To initialize a diskette, follow these steps:

1. Choose Work Diskette Tasks in the Task Selection menu.
2. Choose Erase or Initialize (Name) Diskette.
3. Insert the diskette you want to initialize into the diskette unit.
4. For dual diskette units, choose Diskette Slot and type the number of the slot the diskette to be initialized is in.
   For single diskette units, go on to Step 5.
5. Press ENTER.
6. Press ENTER again to begin initializing.

**Naming Diskettes**

You can assign names of your choice to diskettes that will be used as work diskettes. If you duplicate a program diskette onto another diskette, the system names it automatically.

**Procedure for Changing Diskette Names**

You may choose to change the name of the IBM diskettes, since they are all given the same name.

To change the name of a work diskette, follow these steps:

1. Choose Work Diskette Tasks in the Task Selection menu.
2. Choose Change Diskette Name in the Work Diskette Tasks menu.
3. Choose Diskette Name.
4. Type the new diskette name.
5. Press ENTER to change the name of the diskette.
6. Write the diskette name on a diskette label and attach it to the upper right corner of the diskette.
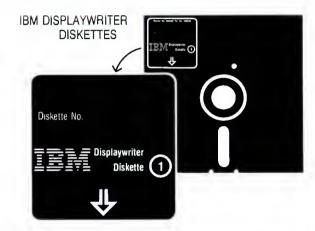
*If you have enough information, go to the Required Exercise. You* **must** *complete this Exercise before continuing with your training. If you would like more information, read the Help that follows.*
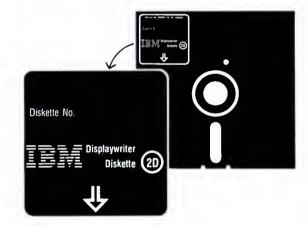
## HELP

### Preparing IBM Displaywriter Diskettes

If you have new IBM Displaywriter diskettes, you need only change the names. They have already been initialized and named. But they all have the same name -- IBMIRD. To prepare new Displaywriter diskettes for your own work, *change* this name to something you plan to use.

You *can* use Displaywriter diskettes without changing the names. However, for some Displaywriter tasks (like the duplicating task), each diskette must have a unique name. For this reason, it is recommended that you change diskette names.

IBM DISPLAYWRITER
DISKETTES

Diskette No.

**IBM** Displaywriter
Diskette (1)

Diskette No.

**IBM** Displaywriter
Diskette (2D)

### Preparing Other Diskettes

If you have any other type of diskette, you may have to initialize it in order to use it as a work diskette. You may receive the message "Diskette (diskette name) is unsupported diskette type." This means that you must initialize it.

**Procedure for Initializing Diskettes**

To initialize a diskette, follow these steps:

1. **Choose Work Diskette Tasks in the Task Selection menu.**
   The Work Diskette Tasks menu appears.

```
                         TASK SELECTION

ID     ITEM

a      Typing Tasks:
          Create, Revise or Paginate Documents
b      Work Diskette Tasks:
          Delete or Duplicate Documents,
          Duplicate, Condense or
          Erase/Initialize (Name) Diskette,
          Print Index of Diskette Contents, Change
          Document or Diskette Name, Recover Documents,
          Display or Convert Final-form Documents
c      Program Diskette Tasks
          Default Formats, Duplicate Setups,
          Printer and Work Station Description,
          Duplicate and Erase Program Diskette,
          Feature Program Diskette Tasks,
          Create and Update Combined Program Diskette
d      Spelling Tasks
e      Feature Tasks
f      Key-To-Print Task
g      Merge Tasks

Type ID letter to choose ITEM; press ENTER:
```

2. **Choose Erase or Initialize (Name) Diskette.**
   The Erase or Initialize (Name) Diskette menu appears.

3. **Insert the diskette you want to initialize into the diskette unit.**
   If you have a dual diskette unit, your program diskette is probably in the left slot. You can use the right slot for the diskette you're initializing. If you have a single diskette unit, remove the program diskette and insert the diskette you're initializing.

```
                      WORK DISKETTE TASKS

ID     ITEM
a      Delete Document
b      Duplicate Document
c      Change Document Name

d      Change Diskette Name
e      Duplicate Diskette
f      Condense Diskette
g      Erase or Initialize (Name) Diskette
h      Recover Documents
i      Print Index of Diskette Contents

j      Display Final-form Document
k      Convert Final-form Document

l      Go to Task Selection

Type ID letter to choose ITEM; press ENTER:
```

4. **For dual diskette units, choose Diskette Slot and type the number of the slot the diskette to be initialized is in.**
   If you have a single diskette unit, go on to Step 5.

```
            ERASE OR INITIALIZE (NAME) DISKETTE

                              YOUR        POSSIBLE
   ID  ITEM                   CHOICE      CHOICES

   a   Diskette Slot                      1 = Left
                                          2 = Right


   Insert diskette to be erased or initialized into diskette slot.
```

5. **Press ENTER.**
   The prompt "Press ENTER to erase the diskette" appears on the screen.
   This is a safeguard, since initializing a diskette erases the contents of the diskette.

   This is a good time to double check your entry if you have a dual diskette unit. Also, if you realize there is information on the diskette that you want to save, press END. This takes you back to the Work Diskette Tasks menu so you can insert a different diskette.

6. **Press ENTER again to begin initializing.**
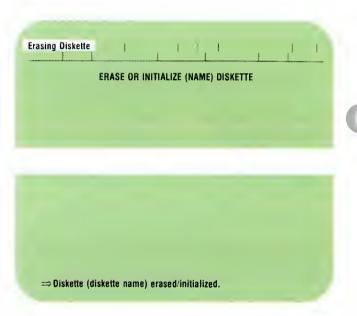
```
   Insert diskette to be erased or initialized into diskette slot.

   When finished with this menu, press ENTER.

   [ Press ENTER to erase the diskette. ]
```

**Note:** If the message "Diskette (diskette name) is unsupported diskette type" appears when you are initializing, simply press ENTER to proceed.
If your diskette doesn't have a name, respond to the prompt "Diskette not named. Type a diskette name; press ENTER."
The status line reads, *Erasing Diskette*.

Erasing Diskette    |     |    |         |   |

ERASE OR INITIALIZE (NAME) DISKETTE

The message "Diskette (diskette name) erased/initialized" appears when the task is completed.

⇒ Diskette (diskette name) erased/initialized.

**Procedure for Changing Diskette Names**

Work diskette names can be up to six characters long
and may include only letters and numbers. You should
name your work diskettes something that will help
you remember what is on them. If you want more
information about organizing your work diskette
system, see *Diskettes*, Lesson 1.

To change the name of a work diskette, follow these
steps:

1. **Choose Work Diskette Tasks in the Task Selection
   menu.**
   The Work Diskette Tasks menu appears.

   TASK SELECTION

   ID    ITEM

   a     Typing Tasks:
           Create, Revise or Paginate Documents
   b     Work Diskette Tasks:
           Delete or Duplicate Documents,
           Duplicate, Condense or
           Erase/Initialize (Name) Diskette,

2. **Choose Change Diskette Name in the Work
   Diskette Tasks menu.**
   The Change Diskette Name menu appears.

   WORK DISKETTE TASKS
   ID    ITEM

   a     Delete Document
   b     Duplicate Document
   c     Change Document Name
   d     Change Diskette Name
   e     Duplicate Diskette

**3. Choose Diskette Name.**
If you have a dual diskette unit, this item is shown twice, once for each slot. The old diskette name may appear highlighted with one of the items. Choose the item for the slot the diskette is actually in.

```
                  CHANGE DISKETTE NAME

                                       YOUR
ID  ITEM                               CHOICE
a   Diskette Name (Left Slot)
b   Diskette Name (Right Slot)


When finished with this menu, press ENTER.
```

If you have a single diskette unit, the old name may appear highlighted on the screen. Go on to the next step.

**4. Type the new diskette name.**
Remember that diskette names should be easy to remember and cannot be more than six characters.

```
                  CHANGE DISKETTE NAME

                                       YOUR
ID  ITEM                               CHOICE
a   Diskette Name


When finished with this menu, press ENTER.
```

**5. Press ENTER to name the diskette.**
*Chg Diskette Name* appears on the status line. The message "Diskette name changed" appears when the diskette is renamed.

```
          ⇒ Diskette name changed.
```

6. **Write the diskette name on a diskette label and attach it to the upper right corner of the diskette.** Whenever you write on the label already on the diskette, use a fiber-tip pen. Pencils and ball point pens can damage the diskette.

Write name
on label

*You must take the Required Exercise that follows in order to prepare diskettes for the rest of your training.*

Following are two Required Exercises. One Exercise is for those operators who have Textpack E or Textpack 2. The other Exercise is for those operators who have Textpack 4 or Textpack 6. Identify your Textpack level and perform the steps in the appropriate exercise.
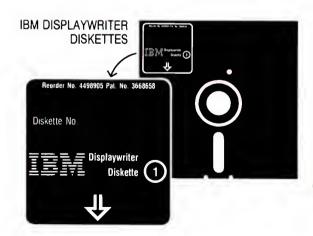
**REQUIRED EXERCISE
FOR TEXTPACKS E AND 2**

*Introduction*

You have been sent three work diskettes from IBM -- MASTER, MASTR1, and TRAIN. These diskettes were shipped from IBM in the binders. In the next segment you will duplicate the work diskette named MASTER onto the work diskette named TRAIN. Later on in your training you will be instructed to duplicate the program diskettes you have been sent from IBM and the diskette named MASTR1.

In preparation for these tasks, this Exercise takes you through the steps for initializing a diskette and changing the name of an already named diskette.
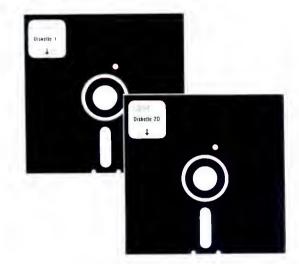
If you have diskettes labeled IBM Displaywriter Diskette 1 or IBM Displaywriter Diskette 2D, you should complete the steps listed under **Preparation** and do the procedure for **Changing Diskette Names.** You do not have to initialize them since these diskettes have already been initialized for you and named IBMIRD.

IBM DISPLAYWRITER DISKETTES

If you have any other kind of diskette, you should complete the steps listed under *Preparation* and *Initializing Diskettes*. If the diskette is not already named, you will be prompted to name it as part of the initialization procedure. If the diskette is already named, you should then change the diskette name. Do the procedure for **Changing Diskette Names.**

*Preparation*

1. Get one diskette and a blank label. If you have both diskettes labeled Diskette 1 and Diskette 2D, please use the diskette labeled Diskette 1 for this Required Exercise.

2. Prepare a label for this diskette by writing *TRAIN1* on the label.

3. Put the prepared label on the diskette. You will be naming this diskette TRAIN1.



4. You should now have four diskettes other than your program diskettes:
   MASTER
   MASTR1
   TRAIN
   TRAIN1
   All but TRAIN1 have been initialized, named, and contain documents sent from IBM.

5. *If you are using an IBM Displaywriter diskette*, go to the procedure for *Changing Diskette Names*.
   If you are using another type of diskette, go to the procedure for *Initializing Diskettes*.

*Initializing Diskettes*

Follow these steps:

**Choose Work Diskette Tasks in the Task Selection menu.**

The Work Diskette Tasks menu appears.

**Choose Erase or Initialize (Name) Diskette.**

The Erase or Initialize (Name) Diskette menu appears.

**Insert the diskette you labeled TRAIN1 into the diskette unit.**

If you have a dual diskette unit, your program diskette should be in the left slot. Use the right slot for the diskette to be initialized.

If you have a single diskette unit, remove your program diskette and insert the diskette you're initializing.

**For dual diskette units, choose the ID letter for Diskette Slot and press ENTER. Type the number for the right slot and press ENTER.**

For single diskette units, go on to the next step.

**Press ENTER.**

Look for the prompt "Press ENTER to erase the diskette."

Check to be sure you are initializing the correct diskette.

**Press ENTER again to begin initializing or press END to return to the Work Diskette Tasks menu.**

**Note:** If the message "Diskette (diskette name) is unsupported diskette type" appears when you are initializing, simply press ENTER to proceed.

If your diskette doesn't have a name, you are prompted to name it. You should name the diskette TRAIN1. If the diskette already has a name, you will follow the procedure for *Changing Diskette Names* after completing the initializing process. Initializing begins automatically once the name is typed and you press ENTER.

Notice the status line. It reads, *Erasing Diskette*.

The message "Diskette (diskette name) erased/ initialized" displays when the task is complete.

If the diskette is not yet named *TRAIN1* go on to the procedure for *Changing Diskette Names*.

*Changing Diskette Names*

Follow these steps:

**Choose Work Diskette Tasks in the Task Selection menu.**

The Work Diskette Tasks menu appears.

**Choose Change Diskette Name.**

The Change Diskette Name menu appears.

**Choose Diskette Name. Insert the work diskette to be renamed.**

Remember that your diskette may already have a name. Look in the left corner of the status line. You will see IBMIRD if you have IBM-supplied diskettes.

If you have a dual diskette unit, the Change Diskette Name menu has two items -- one for each slot. Choose the item that corresponds to the slot the diskette is in.

If you have a single diskette unit, choose Diskette Name.

**Type the new diskette** *name: TRAIN1*

The new diskette name appears highlighted in place of the old one in the Your Choice column.

**Press ENTER to change the diskette name.**

Notice the status line. It reads, *Chg Diskette Name*.
The message "Diskette name changed" appears when
the task is complete. Also, the status line displays the
new diskette name.

Set this diskette aside. It will be used in later training
segments.

**REQUIRED EXERCISE
FOR TEXTPACKS 4 AND 6**

*Introduction*

You have been sent four work diskettes from IBM --
MASTER, MASTR2, MASTR3, and TRAIN. These
diskettes were shipped from IBM in the binders. In
the next segment you will duplicate the work diskette
named MASTER onto the work diskette named
TRAIN. Later on in your training you will be
instructed to duplicate the program diskettes you have
been sent from IBM and the diskettes named MASTR2
and MASTR3.
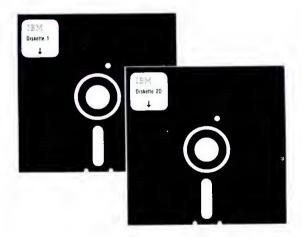
In preparation for these tasks, this Exercise takes
you through the steps for initializing and naming a
diskette and changing the name of an already named
diskette.

If you have diskettes labeled IBM Displaywriter
Diskette 1 or IBM Displaywriter Diskette 2D, you
should complete the steps listed under *Preparation* and
do the procedure for *Changing Diskette Names*. You

do not have to initialize them since these diskettes have already been initialized for you and named IBMIRD.

IBM DISPLAYWRITER DISKETTES

If you have any other kind of diskette, you should complete the steps listed under *Preparation* and *Initializing Diskettes*. If the diskette is not already named, you will be prompted to name it as part of the initialization procedure. If the diskette is already named, you will then change the diskette name. Do the procedure for *Changing Diskette Names*.

*Preparation*

1. Get two diskettes and two blank labels. If you have
   both diskettes labeled Diskette 1 and Diskette 2D,
   please use the diskettes labeled Diskette 1 for this
   Required Exercise.

2. Prepare labels for these diskettes, by writing
   *TRAIN2* and *TRAIN3* on the labels.

3. Put the prepared labels on the blank diskettes. You
   will be naming these diskettes *TRAIN2* and
   *TRAIN3* in the procedure(s) below.

4. You should now have six diskettes other than your
   program diskettes:
   MASTER
   MASTR2
   MASTR3
   TRAIN
   TRAIN2
   TRAIN3
   All but TRAIN2 and TRAIN3 have been
   initialized, named, and contain documents sent from
   IBM.
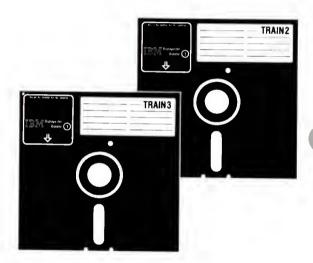
5. *If you are using an IBM Displaywriter diskette*, go
   to the procedure for **Changing Diskette Names.**
   If you are using another type of diskette, go to the
   procedure for **Initializing Diskettes.**

*Initializing Diskettes*

Follow these steps:

**Choose Work Diskette Tasks in the Task Selection
menu.**

The Work Diskette Tasks menu appears.

**Choose Erase or Initialize (Name) Diskette.**

The Erase or Initialize (Name) Diskette menu appears.

**Insert the diskette you labeled TRAIN2 into the
diskette unit.**

If you have a dual diskette unit, your program diskette
should be in the left slot. Use the right slot for the
diskette to be initialized.

   If you have a single diskette unit, remove your
program diskette and insert the diskette you're
initializing.

**For dual diskette units, choose Diskette Slot and type the number for the right slot.**

For single diskette units, go on to the next step.

**Press ENTER.**

Look for the prompt "Press ENTER to erase the diskette."

Check to be sure you are initializing the correct diskette.

**Press ENTER again to begin initializing or press END to return to the Work Diskette Tasks menu.**

**Note:** If the message "Diskette (diskette name) is unsupported diskette type" appears when you are initializing, simply press ENTER to proceed.

If your diskette doesn't have a name, you are prompted to name it. Name the diskette TRAIN2. If the diskette already has a name, you will follow the procedure for *Changing Diskette Names* after completing the initializing procedure. Initializing begins automatically once the name is typed and you press ENTER.

Notice the status line. It reads, *Erasing Diskette*.

The message "Diskette (diskette name) erased/ initialized" displays when the task is complete.

Now you will initialize the diskette you labeled
TRAIN3.

**Choose Erase or Initialize (Name) Diskette again.**

**Insert the diskette you labeled TRAIN3 into the
diskette unit.**

**For dual diskette units, choose Diskette Slot and type
the number for the right slot.**

For single diskette units, go on to the next step.

**Press ENTER.**

Look for the prompt "Press ENTER to erase the
diskette."

Check to be sure you are initializing the correct
diskette.

**Press ENTER again to begin initializing or press END
to return to the Work Diskette Tasks menu.**

**Note:** If the message "Diskette (diskette name) is
unsupported diskette type" appears when you are
initializing, simply press ENTER to proceed.

If your diskette doesn't have a name, you are prompted to name it. Name the diskette TRAIN3. If the diskette already has a name, you will follow the procedure for *Changing Diskette Names* after completing the initializing procedure. Initializing begins automatically once the name is typed and you press ENTER.

The message "Diskette (diskette name) erased/initialized" displays when the task is complete.

If the diskette names have to be changed, go on to the procedures for *Changing Diskette Names*.

*Changing Diskette Names*

Follow these steps:

**Choose Work Diskette Tasks in the Task Selection menu.**

The Work Diskette Tasks menu appears.

**Choose Change Diskette Name.**

The Change Diskette Name menu appears.

**Choose Diskette Name. Insert the work diskette to be renamed.**

Remember that your diskette may already have a name. Look in the left corner of the status line. You will see IBMIRD if you have IBM-supplied diskettes.

If you have a dual diskette unit, the Change Diskette Name menu has two items -- one for each slot. Choose the item that corresponds to the slot the diskette is in.

If you have a single diskette unit, choose Diskette Name.

**Type the new diskette name:** *TRAIN2.*

The new diskette name appears highlighted in place of the old one in the Your Choice column.

**Press ENTER to change the diskette name.**

Notice the status line. It reads, *Chg Diskette Name.* The message "Diskette name changed" appears when the task is complete. Also, the status line displays the diskette name.

Repeat this procedure to name the diskette labeled TRAIN3.

Set these diskettes aside. They will be used in later training segments.

*There is no Demonstration or Self-Test for this segment. When you have finished this Required Exercise, go on to the next segment.*

**2** Throughout this unit you have been using the work diskette labeled **TRAIN**. This diskette was a duplicate of the diskette named **MASTER** when it was sent to you from **IBM**. However, you have added documents and changed text throughout *Starting Your Training*.

To prepare a fresh work diskette with training documents for another operator to use during training, you will now duplicate the **MASTER** diskette onto the **TRAIN** diskette. This procedure will delete the current contents of **TRAIN**, replacing those documents with the unaltered documents from the **MASTER** diskette.

Your goal for this segment is to be able to duplicate work diskettes.

**MAIN IDEA**

To duplicate a work diskette, follow these steps:

1. Choose Work Diskette Tasks in the Task Selection menu.
2. Choose Duplicate Diskette.
3. Choose From Diskette Name and type the name of the diskette you're duplicating from.
4. Choose To Diskette Name and type the name of the diskette that you will be duplicating to.
5. Press ENTER.
6. Press ENTER again to begin duplication.
7. Follow the messages telling you to insert diskettes.

*If you have enough information, go to the Required Exercise. You* **must** *complete this exercise before continuing with your training. If you would like more detail, read the Help that follows.*

## HELP

Duplicating a work diskette is a highly prompted procedure. The system tells you which diskette to insert, when to insert it, and which slot to put it in if you have a dual diskette unit. Your major concern is to be sure to duplicate the correct diskette. For example, in duplicating the MASTER diskette, you must be careful to duplicate *from* the MASTER to the TRAIN. Let's look at the steps in the procedure more closely.

To duplicate the MASTER diskette, do the following:

**1. Choose Work Diskette Tasks in the Task Selection menu.**
You may receive a message at this time to load the program diskette containing the work diskette tasks.

```
                        TASK SELECTION

ID    ITEM

a     Typing Tasks:
         Create, Revise or Paginate Documents
b     Work Diskette Tasks:
         Delete or Duplicate Documents,
         Duplicate, Condense or
         Erase/Initialize (Name) Diskette,
         Print Index of Diskette Contents, Change
         Document or Diskette Name, Recover Documents,
         Display or Convert Final-form Documents
c     Program Diskette Tasks
         Default Formats, Duplicate Setups,
         Printer and Work Station Description,
         Duplicate and Erase Program Diskette,
         Feature Program Diskette Tasks,
         Create and Update Combined Program Diskette
d     Spelling Tasks
e     Feature Tasks
f     Key-To-Print Task
g     Merge Tasks

Type ID letter to choose ITEM; press ENTER:
```

2. **Choose Duplicate Diskette.**
Be careful not to accidentally choose Duplicate Document or you'll get another menu. If you do choose this item by accident, press CANCL (CODE + CANCL) to go back to the Work Diskette Tasks menu and choose Duplicate Diskette.

```
                    WORK DISKETTE TASKS

ID   ITEM

a    Delete Document
b    Duplicate Document
c    Change Document Name

d    Change Diskette Name
e    Duplicate Diskette
f    Condense Diskette
g    Erase or Initialize (Name) Diskette
h    Recover Documents
i    Print Index of Diskette Contents

j    Display Final-form Document
k    Convert Final-form Document

l    Go to Task Selection


Type ID letter to choose ITEM; press ENTER: ¤
```

3. **Choose From Diskette Name and type the name of the diskette you're duplicating from.**

```
                    DUPLICATE DISKETTE

                              YOUR
ID   ITEM                     CHOICE
a    From Diskette Name
b    To Diskette Name










When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤
```

*Starting Your Training*

**4. Choose To Diskette Name and type the name of the diskette you will be duplicating to.**
The diskette you are duplicating to must have a different name or the system won't be able to tell the diskettes apart.

DUPLICATE DISKETTE

|    |                  | YOUR   |
| ID | ITEM             | CHOICE |
| a  | From Diskette Name |      |
| b  | To Diskette Name   |      |

**5. Press ENTER.**
The prompt "Contents of 'To Diskette' will be deleted. Press ENTER to continue or press END" appears. This is a safeguard reminding you that all the information on the diskette you are duplicating to will be erased.

a    From Diskette Name
b    To Diskette Name

When finished with this menu, press ENTER.

Contents of "To Diskette" will be deleted.
Press ENTER to continue or press END.

**6. Press ENTER again to begin duplication.**
The status line reads, *Duplicating Diskette*. The clicking sound means that the diskette is being duplicated.

Duplicating Diskette

DUPLICATE DISKETTE

|    |                  | YOUR   |
| ID | ITEM             | CHOICE |
| a  | From Diskette Name |      |
| b  | To Diskette Name   |      |

7. **Follow the messages telling you to insert diskettes.**
The messages tell you to insert each diskette at the
appropriate point in the process.
If you have a dual diskette unit and diskettes are
inserted before the process begins, there are no
messages telling you to insert diskettes.
If you have a single diskette unit, *several* messages
appear telling you to insert the appropriate diskettes.
You receive the message "Diskette (diskette name)
duplicated" when the diskette is duplicated.

**Note:** When you duplicate work diskettes, the name
of the receiving diskette does not change.

⇒ Diskette (diskette name) duplicated.

*You must complete the Required Exercise that follows.*

### REQUIRED EXERCISE

For this Required Exercise you will duplicate from the MASTER training diskette. In your training so far, you have made many changes on your TRAIN diskette. When another operator trains on the system, he or she cannot use your TRAIN diskette as it is now. You must duplicate the MASTER to prepare a fresh TRAIN diskette for the next operator.

If the next operator used the MASTER to train with, you would then have no fresh training diskette to duplicate from. *Never* use the MASTER except to duplicate from.
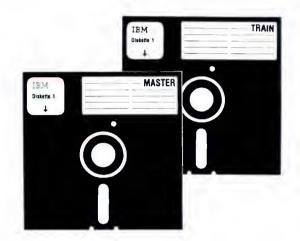
For the purpose of this Exercise, remove all the diskettes from the diskette unit before you begin. During the Exercise, you will get messages telling you when to insert your diskettes.

Begin in the Task Selection menu and follow these steps:

**Choose Work Diskette Tasks in the Task Selection menu.**

The system gives you messages, as necessary, to insert the program diskette containing these tasks, and tells you which diskette slot to use.

Remember, you are not duplicating a program diskette in this Exercise. You are inserting a program diskette in order to load Work Diskette Tasks.

**Choose Duplicate Diskette in the Work Diskette Tasks menu.**

The Duplicate Diskette menu appears.

If you accidentally choose Duplicate Document, press CANCL (CODE + CANCL) to return to the Work Diskette Tasks menu.

**Choose From Diskette Name and type the name**
*MASTER.*

You are duplicating from MASTER to TRAIN.

**Choose To Diskette Name and type the name *TRAIN*.**

You are duplicating to the TRAIN diskette.

**Press ENTER.**

The prompt "Contents of 'To Diskette' will be deleted. Press ENTER to continue or press END" displays. This prompt cautions you that the contents of the TRAIN diskette will be deleted. It is a reminder to check that the correct diskette names have been typed in the correct place.

**Press ENTER.**

The system gives you messages to insert the diskettes being used in the duplication process (MASTER and TRAIN).

During the rest of your training you will be instructed when it is necessary to duplicate a specific MASTER onto a specific TRAIN. It is essential that you do this to ensure that operators always have fresh training documents.
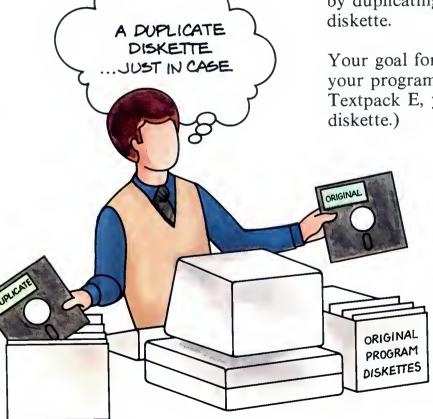
*There is no Demonstration or Self-Test for this segment.*

*Prerequisites:*
*You must have completed*
*all previous segments in*
*this unit*

**3** You should duplicate your program diskettes in order to safeguard them. Always use the duplicate diskettes and keep the originals in a safe place.

Then, if a program diskette is lost or damaged, you can simply make a new one by duplicating from the original program diskette.

Your goal for this segment is to duplicate your program diskettes. (If you have Textpack E, you have only one program diskette.)



A DUPLICATE DISKETTE ...JUST IN CASE

ORIGINAL

DUPLICATE

ORIGINAL PROGRAM DISKETTES

## MAIN IDEA

### Loading Program Diskette Tasks

To load Program Diskette Tasks:

1. Insert your Volume 1 program diskette. (If you have Textpack E, you have only one program diskette.)
2. Choose Program Diskette Tasks in the Task Selection menu.
3. Press ENTER again if prompted.

**Duplicating Program Diskettes**

To duplicate a program diskette:

1. Insert the program diskette you want to duplicate.
2. Choose Duplicate Program Diskette in the Textpack Program Diskette Tasks menu.
3. Choose From Program Diskette Name and type the name of the program diskette you are duplicating from.
4. Choose To Diskette Name and type the name of the diskette you are duplicating to.
5. Press ENTER.
6. Press ENTER again to duplicate.
7. Follow the messages to insert diskettes during duplication.
8. Remove and label the duplicated program diskette.

Repeat these steps beginning with Step 1 for each volume you wish to duplicate.

*If you have enough information, go on to the Required Exercise. You* **must** *complete this exercise before continuing with your training. If you would like more information, read the Help that follows.*

**HELP**

**Loading Program Diskette Tasks**

1. **Insert your Volume 1 program diskette. (If you have Textpack E, you have only one program diskette.)**
   Insert the diskette in the left slot.
   Insert the Volume 1 program diskette to load Program Diskette Tasks into memory. If you are duplicating more than one program diskette, you only have to load the Program Diskette Tasks for the first diskette you duplicate.
   Whenever you select Program Diskette Tasks from the Task Selection menu, you must load those tasks into memory. If the diskette containing those tasks (that is, the Volume 1 diskette) is not already in the diskette unit, insert it at this time.

2. **Choose Program Diskette Tasks in the Task Selection menu.**
   If you have Textpack 2, 4, or 6, the prompt "Insert desired program or feature diskette; press ENTER" appears.

3. **Press ENTER again if prompted.**
   The Textpack Program Diskette Tasks menu appears.

### Duplicating Program Diskettes

1. **Insert the program diskette you want to duplicate.**
   If you are duplicating the Volume 1 program diskette or a Textpack E program diskette you do not have to insert anything, since the diskette is already in the unit.

```
                    TASK SELECTION

ID    ITEM

a     Typing Tasks:
         Create, Revise or Paginate Documents
b     Work Diskette Tasks:
         Delete or Duplicate Documents,
         Duplicate, Condense or
         Erase/Initialize (Name) Diskette,
         Print Index of Diskette Contents, Change
         Document or Diskette Name, Recover Documents,
         Display or Convert Final-form Documents
c     Program Diskette Tasks
         Default Formats, Duplicate Setups,
         Printer and Work Station Description,
         Duplicate and Erase Program Diskette,
         Feature Program Diskette Tasks,
         Create and Update Combined Program Diskette
d     Spelling Tasks
e     Feature Tasks
f     Key-To-Print Task
g     Merge Tasks

Type ID letter to choose ITEM; press ENTER:
```

2. **Choose Duplicate Program Diskette in the Textpack Program Diskette Tasks menu.**
   The Duplicate Program Diskette menu appears.

```
                    TEXTPACK PROGRAM DISKETTE TASKS

          a    Change Document Format Defaults
          b    Change Alternate Format Defaults
          c    Change Printer Description
          d    Change Work Station Description
          e    Duplicate Machine Setup
          l    Duplicate Program Diskette
          g    Erase Program Diskette
          h    Change Paginate Document Defaults
          i    Duplicate Spelling Supplement
          j    Change Math Format Defaults
          k    Change Check Document Defaults
          l    Create New Combined Program Diskette
          m    Update Combined Program Diskette
          n    Change Menu Abbreviations
          o    Go to Task Selection




          Type ID letter to choose ITEM; press ENTER:
```

3. **Choose From Program Diskette Name and type the name of the program diskette you are duplicating from.**
   This is the six-digit name of the IBM original program diskette you want to duplicate. The name appears in the upper left corner of the status line.

```
                    DUPLICATE PROGRAM DISKETTE

                                          YOUR
          ID   ITEM                       CHOICE

          a    From Program Diskette Name
          b    To Diskette Name
```

4. **Choose To Diskette Name and type the name of the diskette you are duplicating to.**
   Be sure the name you type is the actual name of the diskette. You can duplicate to any named diskette. It can be an old program diskette, an initialized diskette, or even a work diskette you don't need anymore.
   In the process of duplicating, the name is automatically changed by the Displaywriter to match the name of the original.

```
                 DUPLICATE PROGRAM DISKETTE
                                        YOUR
      ID   ITEM                         CHOICE

      a    From Program Diskette Name
      b    To Diskette Name




      When finished with this menu, press ENTER.

      Type ID letter to choose ITEM; press ENTER: ▉
```

5. **Press ENTER.**
   The prompt "Contents of 'To Diskette' will be deleted. Press ENTER to continue, or press END" appears. This prompt acts as a safeguard against erasing a diskette that you want. Double-check your entries to be sure they are correct. If you have accidentally inserted a diskette that contains information you want to save, press END. You return to the Textpack Program Diskette Tasks menu.
   If you still want to duplicate the diskette, press ENTER.

6. **Press ENTER again to duplicate.**

**Contents of "To Diskette" will be deleted. Press ENTER to continue, or press END.**

7. **Follow the messages, if any, to insert diskettes during duplication.**
   You receive messages to insert diskettes only if they are not already inserted or if you are using a single diskette unit.
   The words *Duplicating Diskette* appear on the status line when duplication begins.
   The message "Diskette (diskette name) duplicated" appears when duplication is complete.

8. **Remove and label the duplicated program diskette.**
   Fill out a duplicate program diskette label with a fiber-tip pen. Include the program diskette name, volume (if more than one), and the date you received the program diskette from IBM. Then attach the label to the diskette.

   Repeat these steps, beginning with Step 1, for each program diskette you wish to duplicate. (Since you have already loaded the Program Diskette Tasks, there is no need to load them again.) Be sure to use an initialized diskette to duplicate to for every volume you duplicate. Also remember to label each diskette before you put it away.

*You must complete the Required Exercise that follows.*

## REQUIRED EXERCISE

### *Preparation*

Before beginning the Required Exercise, make sure you have the following:

- All volumes of the program diskettes (Textpack E has only one volume).
- An initialized diskette for each volume program diskette. You will duplicate onto these initialized diskettes. Refer to Segment 1 of this lesson for more information on initializing diskettes.

**Note:** You cannot duplicate from a Diskette 1 onto a Diskette 2D. If you only have diskettes labeled 2D, you must use the Create Combined Program Diskette function. Refer to *Diskettes*, Lesson 4, for more information. If you have diskettes labeled Diskette 1, use those for this Exercise.

You must also know the names of the initialized diskettes you are working with. The diskettes should be labeled with the diskette names. If they are not labeled or if you're unsure of a diskette name, do the following:

- Insert the diskette into the diskette unit. The diskette name appears on the status line. Make note of the diskette name. If the diskettes aren't named, refer to Segment 1 of this lesson for more information on initializing and naming diskettes before beginning this Exercise.

You are now ready to begin the Exercise.

To duplicate your program diskette(s), follow the steps below. The first step is to load the Program Diskette Tasks.

*Loading Program Diskette Tasks*

**Insert your Volume 1 program diskette into the diskette unit.**

If you have Textpack E, you only have one volume.

**Choose Program Diskette Tasks in the Task Selection menu.**

If you have Textpack 2, 4, or 6, the prompt "Insert desired program or feature diskette; press ENTER" appears. Since you already have Volume 1 in the diskette unit, you do not have to insert anything.

**Press ENTER if prompted.**

The Textpack Program Diskette Tasks menu appears.

You're now ready to duplicate the program diskette.

*Duplicating Program Diskettes*

**Choose Duplicate Program Diskette.**

The Duplicate Program Diskette menu appears.

From Program Diskette name is already entered with the name of the Volume 1 program diskette, so you do not have to make an entry.

If for some reason this item is not completed, choose From Program Diskette Name and enter the name of the Volume 1 program diskette.

**Choose To Diskette Name and enter the name of the diskette you are duplicating to.**

Once duplication is completed, this name is changed to that of the Volume 1 program diskette.

**Press ENTER.**

The prompt "Contents of 'To Diskette' will be deleted. Press ENTER to continue or press END" appears.

**Press ENTER to continue.**

You will receive a message to insert the diskette onto which you are duplicating if it is not already inserted.

**Follow the message to insert the diskette.**

The words *Duplicating Diskette* appear on the status line. The message "Diskette (diskette name) duplicated" appears when duplication is complete. The Textpack Program Diskette Tasks menu returns to the screen.

**Remove and label the duplicated program diskette.**

Duplicate program diskette labels were sent with your Displaywriter.

Fill out a duplicate program diskette label and attach the label to the diskette.

*Duplicating Additional Program Diskettes*

If you have Textpack 2, 4, or 6, you have more than one program diskette and must repeat the duplication procedure for each one.

Remember, the Program Diskette Tasks are already loaded into memory, so you don't have to repeat that part of the procedure.

Repeat the steps under the heading *Duplicating Program Diskettes* for each additional program diskette you have.

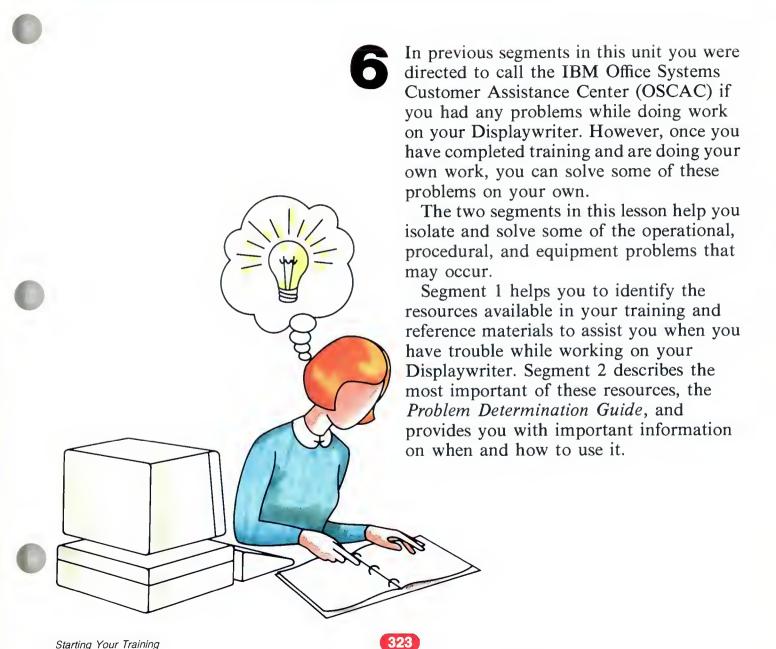Be sure to duplicate to an initialized and named diskette each time.

*There is no Demonstration or Self-Test for this segment.*

Unit: Starting Your Training

**6**

**Lesson 6: Problem Solving**

**6** In previous segments in this unit you were directed to call the IBM Office Systems Customer Assistance Center (OSCAC) if you had any problems while doing work on your Displaywriter. However, once you have completed training and are doing your own work, you can solve some of these problems on your own.

The two segments in this lesson help you isolate and solve some of the operational, procedural, and equipment problems that may occur.

Segment 1 helps you to identify the resources available in your training and reference materials to assist you when you have trouble while working on your Displaywriter. Segment 2 describes the most important of these resources, the *Problem Determination Guide*, and provides you with important information on when and how to use it.

*Prerequisites:*
*You must have completed*
*all previous segments of*
*this unit*



PROBLEM
SOLVER

MAIN
IDEA &
HELP

PROBLEM
DETERMINATION
GUIDE

JOB
AIDS

PROMPTS
& MESSAGES

**1** While you are completing your training and are doing your own work, there are several resources available to you to help you isolate and solve some of the problems that may occur. Once you become familiar with what these resources are and when to use them, you may find yourself solving many of your own problems. You may also make fewer calls to the OSCAC, as well as saving yourself a great deal of time.

After you complete this segment, make sure you take the next segment, which deals with the *Problem Determination Guide*. It contains information you must have on this most important resource.

Your goal for this segment is to be able to identify the five possible resources in the reference materials that are available to assist you when you have trouble while working on your Displaywriter.

**MAIN IDEA**

While you are training or doing your own work on your Displaywriter, you should become familiar with the five possible resources in the reference materials that can help you isolate and solve your problems.

The five possible resources are:

- Main Idea and Help sections of a segment
- *Job Aids*
- *Prompts and Messages*
- *Problem Solver*
- *Problem Determination Guide*

*For more information about the problem-solving resources available to you, read the Help that follows.*

## HELP

The resources listed below are available to help you isolate and solve any problems you may have while you are doing work on your Displaywriter. It is important for you to become familiar with each resource and its contents so you will know which one to consult when a problem occurs.

The five possible resources you might use are:

- **Main Idea and Help sections of a segment**
  The Main Idea contains an overall picture of the segment and presents the segment information in a concentrated form. The Help contains an explanation of the Main Idea.

  Generally you should refer to the Main Idea of a segment when you are having difficulty training in that particular segment, or when you need to refresh your memory on how to perform a particular Displaywriter function. You should refer to the Help of a segment when you require more detailed information about the training topic.

- *Job Aids*
  The *Job Aids* provide a quick look at operational procedures and include specific steps to perform a particular function or task on the Displaywriter. Generally you should use the *Job Aids* when you do not feel it is necessary to go back to the training materials. All you need is a quick reminder of the steps of the procedure.

- *Prompts and Messages*
  This section in the *Reference Book* provides you
  with an explanation of all prompts and messages
  that may appear. When a prompt or message appears
  that you do not know how to respond to, you can
  refer to this section for the correct action.

- *Problem Solver*
  This binder contains some of the most common
  operational problems that can occur when you are
  working on your Displaywriter. (For Textpacks E
  and 2, the *Problem Solver* is located in the *Reference
  Book*.) At the time the problem occurs, you can
  check the Table of Contents in the front of the guide
  to determine which section applies to the function
  you are using. Then check the Table of Contents
  headings of the appropriate section for a problem
  that resembles the problem you are experiencing.
  Generally you should use this reference guide when
  you are doing your own work and after you have
  completed your training. This is because by that
  time you will be familiar enough with Displaywriter
  functions and terminology to use the *Problem Solver*
  more efficiently.

- *Problem Determination Guide*
  This guide provides you with a step-by-step approach
  to help you isolate and identify the source of your
  problem when it relates to the Displaywriter
  equipment itself. For more information on the
  *Problem Determination Guide* and when to use it,
  you must read the segment that follows.

*There is no Demonstration or Self-Test for this segment.*

*Prerequisites:*
*You must have completed*
*Segment 1 in this lesson*

# 2

In the last segment you learned about the possible resources available to you for problem solving. In this segment you will learn about the most important of these resources, the *Problem Determination Guide*.

The *Problem Determination Guide* can help you save valuable time by isolating the problem and identifying the proper resource for assistance. In some cases you will be able to solve the problem yourself. For other problems, you may be directed to call either your service representative or the Office Systems Customer Assistance Center (OSCAC) or refer to the appropriate documentation for your problem. But, whatever your problem, the *Problem Determination Guide* is designed to help you get the assistance you need, as quickly as possible.

Your goal for this segment is to be able to use the *Problem Determination Guide* to assist you when you have trouble with your Displaywriter.

I WONDER WHY MY PROGRAM WILL NOT LOAD?

USE PROBLEM DETERMINATION GUIDE!

## MAIN IDEA

The *Problem Determination Guide* is an easy-to-use guide that assists you in determining what your problems are, how to solve them, and where to go for assistance when you have trouble with your Displaywriter.

The *Problem Determination Guide* consists of the following:

- A path of procedures that direct you through your system.
- A series of questions that can be answered "yes" or "no."
- A Problem Determination Diskette.

    Use the *Problem Determination Guide* when:

- You suspect a problem with the Displaywriter.
- You need to identify the problem so you can contact the proper resource.

**Note:** The *Problem Determination Guide* will direct you through the use of the Problem Determination Diskette if it is required.

*To learn more about using the* **Problem Determination Guide,** *go on to the next page.*

## HELP

Once you have completed training and are doing your own work, you should use your *Problem Determination Guide* any time you suspect a problem with the Displaywriter. You should attempt to determine your problem before calling your service representative or the IBM Office Systems Customer Assistance Center (OSCAC).

The *Guide* consists of a few simple steps and a series of questions that can be answered "yes" or "no." If you follow the steps and answer the questions, you will learn what kind of help is required and where to obtain that help.

One of the procedures you may be directed to follow may include loading a Problem Determination Diskette. The Problem Determination Diskette contains a series of tests designed to locate the area within the Displaywriter that is causing the problem. These tests take from two to three minutes to complete.

Use the *Problem Determination Guide* when:

- **You suspect a problem with the Displaywriter.**
- **You need to identify the problem so you can contact the proper resource.**

The *Problem Determination Guide* may direct you to call your service representative or the OSCAC or direct you to the appropriate documentation for your problem.

If the *Problem Determination Guide* directs you to call your service representative because of component failure or a broken part in your system, make sure you have a service request number assigned by the *Guide before* you call. This service request number saves both you and your representative valuable time by indicating which area of the system has failed. This number also helps the service representative determine what part or component to bring.

If the *Problem Determination Guide* directs you to call the OSCAC, make sure you have completed all the procedures for calling as directed by the *OSCAC Guide*. The OSCAC handles customer setup questions, training questions, or task-related problems. The OSCAC is staffed by analysts who are knowledgeable in all areas of the Displaywriter. You will be routed to the proper analyst, who will take action on your problem.

## EXAMPLE

The problem described below is an example of the kind of problem your *Problem Determination Guide* can help you resolve.

### Problem

You turn on the power to your Displaywriter. The letters *IBM* and the number *\*11\** or *\*15\** appears. When you try to load a program diskette in the diskette unit, the diskette will not load.

### Problem Determination Steps

1. Read the Introduction to the *Problem Determination Guide*.
2. Follow the orderly path of questions and procedures. This path directs you to the steps you should follow in order to solve the problem.

**Resolution**

In this case the power cable to the diskette unit is
not securely connected. If you had actually determined
this to be the problem (after following the problem
determination steps), you would:

1. Remove the Problem Determination Diskette.
2. Turn off the power to your Displaywriter.
3. Plug in the diskette unit power cable securely.
4. Turn on the power to your Displaywriter.
5. Try your job again.

*There is no Demonstration or Self-Test for this segment.*

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